



Town of Amherst
Committee of the Whole
Agenda

Date: **Monday, June 16, 2025**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. Call to Order	
1.1 Territorial Acknowledgement	
“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people.”	
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6.2	Acceptance of Closed Session Minutes	
6.3	MGA 22(2)(a) - acquisition, sale, lease and security of municipal property	
6.4	MGA 22(2)(e) - contract negotiations	
7.	Adjournment	



Town of Amherst
Committee of the Whole
Monday, June 16, 2025

Consent Agenda

MOTION:

That Council approve the following items as part of the consent agenda:

- 3.1 Christie Foundation Donation**
- 3.4 Legion Request to Name Green Space**
- 3.5 Transit Feasibility Study**
- 4.1 55+ Senior Games**
- 4.2 Three New Engagement Opportunities for Youth**
- 4.3 McCully Street Booster Station Upgrades**
- 4.4 Active Transportation Plan**
- 4.5 Dangerous and Unsightly Premises Semi-Annual Report**
- 4.6 By-law / Policy Review**
- 4.7 CAO Task Report**
- 5.1 Community Living Monthly Report**
- 5.2 Corporate Monthly Report**
- 5.3 Cumberland Business Connector Monthly Report**
- 5.4 Financial Services Monthly Report**
- 5.5 Fire Services Monthly Report**
- 5.6 Human Resources Monthly Report**
- 5.7 Operations Monthly Report**
- 5.8 Planning and Economic Development Monthly Report**
- 5.9 Police Services Monthly Report**

**Amherst Town Council
Committee of the Whole
Minutes**

Date: May 20, 2025
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor Rob Small
Deputy Mayor Hal Davidson
Councillor Charlie Chambers
Councillor Nic Furlong
Councillor Terry McManaman
Councillor Dwayne Ripley
Councillor Kathy Wells

Staff Present Jason MacDonald, Chief Administrative Officer
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Economic Development
Kim Jones, Deputy Chief Administrative Officer
Krista Crossman, Director, Human Resources
Sarah Wilson, Director, Finance
Sharon Bristol, Director, Community Living
Lori O'Connell, Marketing & Communications Officer
Sean Payne, Marketing & Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. Call to Order

Mayor Small called the meeting to order at 4:00 p.m.

1.1 Territorial Acknowledgement

Mayor Small gave the Territorial Acknowledgement.

1.2 Approval of Agenda

Moved By Councillor McManaman

Seconded By Councillor Chambers

That the agenda be approved as circulated.

MOTION CARRIED

1.3 Approval of the Consent Agenda

Moved By Councillor McManaman

Seconded By Deputy Mayor Davidson

To approve the consent agenda as circulated.

MOTION CARRIED

1.4 Acceptance of Minutes

1.4.1 April 14, 2025 General Operating Budget

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the April 14, 2025 Committee of the Whole General Operating Budget meeting were accepted as included in the agenda package.

1.4.2 April 15, 2025 Capital Budget

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the April 15, 2025 Committee of the Whole Capital Budget meeting were accepted as included in the agenda package.

1.4.3 April 22, 2025 Community Support Grants

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the April 22, 2025 Committee of the Whole Community Support Grants meeting were accepted as included in the agenda package.

1.4.4 April 22, 2025 Committee of the Whole

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the April 22, 2025 Committee of the Whole meeting were accepted as included in the agenda package.

2. Council Direction Requests

2.1 Building By-law

Moved By Councillor Chambers

Seconded By Councillor Wells

That Council forward to the May 26, 2025 regular meeting, first reading of the By-law to Amend the Building Bylaw.

MOTION CARRIED

2.2 Vacant Building By-law

Moved By Councillor Chambers

Seconded By Councillor Ripley

That Council forward to the May 26, 2025 regular meeting, first reading of the Bylaw to Repeal the Town of Amherst Vacant Building Bylaw.

MOTION CARRIED

2.3 Capital Budget Amendment - Capital Paving Program

Moved By Deputy Mayor Davidson

Seconded By Councillor McManaman

That Council forward to the May 26, 2025 regular meeting, an amendment to the 2025/26 general capital budget in the amount of \$463,700 including applicable taxes for the paving of:

- Queen Street from Croft Street to Albion Street**
- Park Street from West Pleasant Street to Mission Street, and**
- South Albion Street from Robert Angus Drive to the Town Boundary**

MOTION CARRIED

2.4 Asphalt Patching Tender
Moved By Councillor Chambers
Seconded By Councillor Wells
That Council forward to the May 26, 2025 regular meeting, the award of the Asphalt Patching Tender (RFT-25-01) to the lowest compliant bidder, Dexter Construction, at their unit prices based on our estimated quantities in the amount of \$449,350.00 plus HST.

MOTION CARRIED

2.5 Signing Authority Policy
Moved By Councillor Wells
Seconded By Councillor Chambers
That Council forward to the May 26, 2025 regular meeting, approval of an amendment to the Signing Authority Policy #03400-01 to add the Manager of Financial Services as a third staff member to section for signing cheques, bank documents, etc.

MOTION CARRIED

2.6 Salary Administration Policy
Moved By Councillor McManaman
Seconded By Councillor Chambers
That Council forward to the May 26, 2025 regular meeting, approval of the amendments to the Salary Administration Policy #04530-01.

MOTION CARRIED

2.7 Community Support Grant Westcumb Amateur Radio
Moved By Deputy Mayor Davidson
Seconded By Councillor Furlong
That Council forward to the May 26, 2025 regular meeting, approval of funding in the amount of \$15,000 for the Westcumb Amateur Radio Club under the Community Support Grants Policy and further fund this out of the Community Support Area Rate Reserve in the Operating Reserve.

MOTION CARRIED

2.8 Community Support Grants Bridge Adult Workshop and Spring Street Academy
Moved By Councillor McManaman
Seconded By Councillor Furlong
That Council forward to the May 26, 2025 regular meeting approval of funding in the amount of \$1,600 to the Bridge Adult Service Centre under the Community Support Grants Policy to be funded from the Social Equity Fund.

MOTION CARRIED

Moved By Councillor Chambers
Seconded By Councillor Wells
That Council forward to the May 26, 2025 regular meeting approval of funding in the amount of \$2,000 to Spring Street Academy Home and School Association under the Community Support Grants Policy to be funded from Community Support Grants.

MOTION CARRIED

**Moved By Deputy Mayor Davidson
Seconded By Councillor Chambers
That Council forward to the May 26, 2025 regular meeting approval of funding in the amount of \$14,720 to the Bridge Adult Service Centre under the Community Support Grants Policy to be funded from the Operating Reserve Social Equity Fund.**

Against (1): Councillor Ripley

MOTION CARRIED

2.9 Farmer's Markets

Information item only at this time. Staff to develop a feasibility study to summarize the most appropriate options for Amherst, the cost impacts, and the capacity of organizations to manage a new ongoing market. Upon completion, staff will bring this additional information back to Council for direction on if and how to proceed.

3. Information Items

**Moved By Councillor McManaman
Seconded By Deputy Mayor Davidson**

To approve the following information items as part of the consent agenda:

- 3.1 Speed Bumps in School Zones**
- 3.2 By-law and Policy Review**
- 3.3 Planning Application Memo**

MOTION CARRIED

4. Monthly Reports

**Moved By Councillor McManaman
Seconded By Deputy Mayor Davidson**

To approve the following monthly reports as part of the consent agenda:

- 4.1 Community Living**
- 4.2 Corporate**
- 4.3 Cumberland Business Connector**
- 4.4 Financial Services**
- 4.5 Fire Services**
- 4.6 Human Resources**
- 4.7 Operations**
- 4.8 Planning & Economic Development**
- 4.9 Police Services**

MOTION CARRIED

5. Closed Session

**Moved By Councillor McManaman
Seconded By Councillor Furlong
That the Committee move to a Closed Session.**

MOTION CARRIED

Natalie LeBlanc
Municipal Clerk

Rob Small
Mayor



COMMITTEE OF THE WHOLE

CDR# 2025084

Date: June 16, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: June 16, 2025

SUBJECT: Donation Requests from the Dr. & Mrs. H.E. Christie Community Foundation

ORIGIN: Correspondence from the Dr. & Mrs. H.E. Christie Community Foundation that they will donate \$26,500 to the Town provided that the Town, in turn, provides the following grants; \$15,000 to the Amherst 50+ Seniors Club, \$10,000 to the Amherst Pre-School Association and \$1,500 to the Fibre Arts Festival Society of NS.

LEGISLATIVE AUTHORITY: Income Tax Act – Canada Revenue Agency Charity Guideline - Registered municipalities are considered qualified donees by the Canada Revenue Agency and therefore can issue official donation receipts and are eligible to receive gifts from registered charities.

RECOMMENDATION: That Council forward to the June 23, 2025 regular meeting, approval of the request to receive a donation of \$26,500 from the Dr. & Mrs. H.E. Christie Community Foundation to fund the grants listed below:

- \$15,000 to the Amherst 50+ Seniors Club;
- \$10,000 to the Amherst Pre-School Association; and
- \$1,500 to the Fibre Arts Festival Society of NS.

BACKGROUND: The Town of Amherst has accepted donations of this nature in the past and provided a donation acknowledgement letter to the donor and disbursed funds to the requested recipient. The key is that the disbursement is approved by Council and is for an expenditure which the municipality has the authority to spend.

DISCUSSION: The Town received correspondence from the Dr. & Mrs. H.E. Christie Community Foundation advising that their board approved conditional grants, pending approval from the Town of Amherst totaling \$26,500 to the following:

- Amherst 50+ Seniors Club - \$15,000 for parking lot paving;
- Amherst Pre-School Association - \$10,000 for operating income, to replace United Way funding that was discontinued; and
- Fibre Arts Festival Society of NS - \$1,500 to support a festival to be held in Amherst in October. The letter from the Dr. and Mrs. H.E. Christie Community Foundation does not indicate an amount for the Fibre Arts Festival Society. An inquiry with John Matthews their Administrator confirmed the amount is \$1,500.



The Foundation is asking if Council will accept this donation from them in the above amount, issue a donation acknowledgement letter and provide grants as listed above.

FINANCIAL IMPLICATIONS: There would be no financial implications for the Town in this transaction as the grant would be fully offset by the donation.

COMMUNITY ENGAGEMENT: No community engagement is contemplated in carrying out this request. The community engagement occurred between the organizations and the Dr. & Mrs. H.E. Christie Community Foundation.

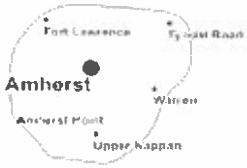
ENVIRONMENTAL IMPLICATIONS: No environmental implications are anticipated with this business process.

ALTERNATIVES:

1. Refer the matter to the June 23, 2025 Regular Council meeting for Council's consideration of accepting donation the from the Dr. & Mrs. H.E. Christie Community Foundation and providing grants;
2. Decline this request.

ATTACHMENTS:

- Letter from Dr. & Mrs. H.E. Christie Community Foundation re: conditional grants.
-



Christie - Smith Community Fund
consisting of
The Hugh E. Christie Fund and the Michael D. Smith Fund
administered by



The Dr. & Mrs. H.E. Christie Community Foundation

Christie Fund

P.O Box 986, Amherst, Nova Scotia B4H 4E1
 Phone: (902) 667-3209 E-mail: TCCF@eastlink.ca

Smith Fund

Trustees: 28 May 2025

- David H. Christie
- Morris J. Haugg
- Jennifer Brennan
- Barry MacLeod
- Donna Fitzpatrick
- Mark Carter
- Linda Macleod

Town of Amherst
 attn: Sarah Wilson
 98 Victoria St. East
 Amherst, NS
 B4H 1X6

Dear Sarah,

At a recent meeting, the Trustees of The Dr. and Mrs. H.E. Christie Community Foundation approved Conditional Grants for the following applicants:

- (1) Amherst 50+ Seniors Club, attn.: Merrill Murray, PO Box 937, Amherst, NS B4H 4E1
 - \$15,000, for parking lot paving, payable when completed.
- (2) Amherst Pre-School Association, attn.: Melissa Quinn, 1 Ratchford St., Amherst, NS B4H 1X2
 - \$10,000, for operating income, to replace United Way funding that was discontinued.
- (3) Fibre Arts Festival Society of NS, c/o Lesley Hart, 24D Derby St., Amherst, NS B4H 3X7
 - to support a festival to be held in Amherst in October.

These grants to non-qualified donees are conditional on approval from the Town to facilitate handling of the grants. I am writing to request approval from the Town to receive our funds and forward an equivalent amount to the applicants.

Please let me know at your earliest convenience your decision on this request.

If there are any questions regarding this matter, please advise. Thank you for your assistance.

Sincerely,

 John Matthews, Administrator

JM/hs



COMMITTEE OF THE WHOLE

CDR# 2025081

Date: June 16, 2025

TO: Mayor Small and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: June 16, 2025

SUBJECT: Capital Paving Tender RFT-25-02

ORIGIN: 2024/25 Capital Budget.

LEGISLATIVE AUTHORITY: 31700-01 Procurement Policy

RECOMMENDATION: That Council forward to the June 23, 2025 regular meeting, award of the Capital Paving Tender (RFT-25-02) to the lowest compliant bidder, Dexter Construction, at their unit prices based on our estimated quantities in the total amount of \$884,800 plus HST.

BACKGROUND: A tender for the capital paving program was issued with a closing date of June 5, 2025. The following two bids were received:

- Miller Group \$980,350 +HST
- Dexter Construction \$884,800 +HST

DISCUSSION: The capital paving program for the 2025/26 fiscal year was approved by Council at the April 2025 Capital Budget meeting and amended by Council at the May 2025 Council meeting to include the paving of additional streets.

FINANCIAL IMPLICATIONS: The approved 2025/26 capital budget includes \$973,700 (non-recoverable taxes included) for asphalt paving of streets. The cost of the proposed work including non-refundable taxes is \$918,926.74. Based on the estimated quantities the tendered amount is \$54,773.26 less than the approved budget. However, as this is a unit price contract the final project cost is determined by the actual quantities of material used.

COMMUNITY ENGAGEMENT: The Town issued a public tender as per our Procurement Policy. A media release will be issued pending Council approval. Hand delivered notices will be delivered to all affected residents and businesses prior to the start of construction.

ENVIRONMENTAL IMPLICATIONS: There are no direct environmental implications to the award of this contract. The repaving of streets with asphalt will generate greenhouse gas emissions, however there is little alternative if our street infrastructure is to be maintained.



The approximately 650 tonnes of asphalt that will be removed through the cold milling process on South Albion Street can be used in our asphalt recycler for patching potholes or used in future projects such as trail construction.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications to the award of this contract.

ALTERNATIVES: As all bidders were compliant with the tendering process, Council has no alternative to awarding the contract to the low bidder, unless the project were to be cancelled altogether.

ATTACHMENTS: None



COMMITTEE OF THE WHOLE

CDR# 2025085

Date: June 16, 2025

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: June 16, 2025

SUBJECT: Summer Parks Program

ORIGIN: Summer Parks Program

LEGISLATIVE AUTHORITY: Municipal Government Act Section **47 (1)** The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

RECOMMENDATION: That Council forward to the June 23, 2025 regular meeting approval to transfer \$18,000 from the Social Equity Reserve to cover the wages for two additional summer students for 8 weeks to help meet the increase in demand for this program.

BACKGROUND: The Town of Amherst has been providing a summer parks program for children aged 5-13 since the 1970's. Every year the Town of Amherst hires students attending university and high school to supervise children and oversee the program. This year there are seven weeks of programming scheduled from July 7 to August 23. Traditionally there have been 4 park leaders hired at a 1:9 ratio to handle the camps and 1 student to instruct tennis and act as a float. Prior to Covid this has met the need based on registration.

DISCUSSION: Since 2022 our Summer Park Program registrations have been increasing steadily. This year registration has skyrocketed for the program and many parents have expressed disappointment and concern about not having the ability to successfully register their children.

Grade P - Grade 2	Campers	Waitlisted
Week #1 Aloha Week	18	18
Week #2 Cycle & Score Week	18	5
Week #3 Rainbow Week	18	7
Week #4 Under the Sea Week	18	7



Week #5 Survivor Week	18	3
Week #6 Fairytale & Storybook	18	5
Week #7 Water Carnival	18	8
**With another 45 that have come in and have not been added to waitlist for each week		

Grade 3 - Grade 6	Campers	Waitlisted
Week #1 Aloha Week	18	16
Week #2 Cycle & Score Week	18	16
Week #3 Rainbow Week	18	20
Week #4 Under the Sea Week	18	26
Week #5 Survivor Week	18	24
Week #6 Mad Scientist Week	18	21
Week #7 Splish Splash	18	28
**With another 21 that have come in and have not been added to waitlist for each week		

If council authorized the hiring to two additional summer students for this program we could accommodate an additional 18 students per week. While this will not meet the demand, it will help the situation greatly.

A longer-term solution can be discussed during the 2026/27 budget deliberations. In addition, staff have been directed by the CAO to look into our registration process to ensure it is as fair and equitable as possible.

FINANCIAL IMPLICATIONS: There is projected to be a balance of \$47,000 in the Social Equity Reserve at the end of this fiscal year. Allocating \$18,000 from this reserve to fund two additional summer students is doable.

COMMUNITY ENGAGEMENT: An increased number of children will be able to attend summer camps this season thereby reducing the burden of childcare to families and giving kids the opportunity for more outdoor, physical activity and fun.

ENVIRONMENTAL IMPLICATIONS: No implications indicated.

SOCIAL JUSTICE IMPLICATIONS: More outdoor experiences for children, learning opportunities and opportunities to welcome newcomers through the parks program.

ALTERNATIVES: Do not hire additional staff

ATTACHMENTS: None

MEMORANDUM

TO: Mayor Small and Members of Amherst Town Council
FROM: Sharon Bristol, Director, Community Living
DATE: June 16, 2025
SUBJECT: Renaming of Green Space next to Town Hall

Staff met with the Accessibility, Inclusion, Diversity and Equity Committee on May 28, 2025 to discuss their views on renaming the green space next to Town Hall, currently Veterans Park. The following motion was passed:

That the Accessibility, Inclusion, Diversity and Equity Committee recommend Council direct staff to consult with local indigenous communities to investigate an appropriate word or phrase in Mi'kma'ki for Healing Place.

Staff will be reaching out to our allies in the Indigenous community and will bring suggestions on names to the AIDE Committee in September for a recommendation to Council.

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Andrew Fisher, Director, Planning & Economic Development

DATE: June 16, 2025

SUBJECT: Transit Feasibility Study Authorization

ORIGIN: On March 24, 2025 Council passed the following motion:

That Council approve a transit feasibility study for the Town of Amherst.

LEGISLATIVE AUTHORITY: Municipal Government Act (MGA) section 47(5) *The council may make and carry out a contract, perform an act, do any thing or provide a service for which the municipality or the council is authorized by an Act of the Legislature to spend or borrow money.*

RECOMMENDATION: That Council forward the following motion to the June 23, 2025 regular meeting of Council: That the Town of Amherst confirms that it can meet all the requirements of Canada - Rural Transit Solution Fund Agreement to carry out a transit feasibility study, and that Jason MacDonald, Chief Administrative Officer is authorized to execute the agreement on behalf of the Town of Amherst.

BACKGROUND: The funder requires a resolution that specifically references the funding agreement and identifies who is authorized to execute the agreement on behalf of the Town. The Town applied for a \$50,000 grant through the Rural Transit Solutions Fund, a federal government program. We received confirmation of the funding on March 13, 2025, and have since been asked to provide additional documentation. The above recommendation being part of these documents.

FINANCIAL IMPLICATIONS: There would be the benefit of \$50,000 from the federal government allocated to this project.

COMMUNITY ENGAGEMENT: Not necessary for this issue.

ENVIRONMENTAL IMPLICATIONS: There are no foreseeable environmental implications.

SOCIAL JUSTICE IMPLICATIONS: Public transit has the potential to provide transportation options for all.

ALTERNATIVES: Do not move forward with the Transit Feasibility Study

ATTACHMENTS: none





COMMITTEE OF THE WHOLE

CDR# 2025086

Date: June 16, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: June 16, 2025

SUBJECT: Community Support Grant – Cumberland Museum Society

ORIGIN: 2025-26 Operating Budget - Community Support Grants

LEGISLATIVE AUTHORITY: MGA 65 Power to expend money: (au) a grant or contribution to (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the province; Community Support Grants Policy, 72000-08

RECOMMENDATION: That Council provide direction on the request from the Cumberland Museum Society.

BACKGROUND: In 2023/24 and 2024/25, the Cumberland Museum Society received a total of \$8,000 in grant funding to install shelving and displays to improve the functional use of their gallery space. To date they have spent \$2,300 on specialty lumber and hardware to complete this project; however, they have advised that the cost to install is much greater than anticipated. When council reviewed their request this year at the April Committee of the Whole meeting, the following motion was passed:

That staff request the Cumberland County Museum refund the balance of the former grants in the amount of \$5,674 to the Town of Amherst.

A letter was sent to the Museum dated May 10th requesting return of the funds.

DISCUSSION: The Cumberland County Museum has recently replied to that letter and is requesting the Town reconsider the request to return the funds, and permission to use them for an alternative purpose at the Museum.

Council has a Community Support Grants Policy. This request is outside of policy guidelines. Further, under the existing Proceedings of Council Policy, a motion to rescind or reconsider is not appropriate as that opportunity has passed.

One option for Council to consider is to uphold the request for the museum to return previous unused funds, and then request they submit a new Community Support Grant application for a new project.



FINANCIAL IMPLICATIONS: No further expense to the Town. Return of the funds could replenish Community Support Grant funds.

COMMUNITY ENGAGEMENT: There was no community engagement beyond issuing a request for Community Support Grant applications in the Spring.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications attached to this request.

SOCIAL JUSTICE IMPLICATIONS: Community Support Grants are a means to support the community through assistance to local groups and organizations.

ALTERNATIVES:

1. Approve the request as listed
2. Deny the request

ATTACHMENTS:

- Letter from Town to the Cumberland Museum
- Letter from Cumberland Museum Society



May 10, 2025

Mr. Darryl MacKenzie
Curator
Cumberland County Museum and Archives
150 Church Street
Amherst, NS
B4H 3C4

Dear Mr. MacKenzie,

At a Committee of the Whole meeting held on April 22, 2025, Town Council reviewed the Community Support Grant Applications for the 2025/26 fiscal year.

Per the application for a Community Support Grant for the William R. Bird project, on April 22, 2025 the following motion was approved.

That Council forward to the April 28, 2025 regular meeting, approval of a grant in the amount of \$5,000 for the Cumberland County Museum for the Will R. Bird Interpretive Plan.

In keeping with our Community Support Grants Policy, they also reviewed the final reports from your 2023 and 2024 grants. These reports indicated that \$2326.00 had been spent from the \$8000.00 granted. As per the Community Support Grants policy section 10 any grant monies not used within the calendar year must be returned.

Amherst Town Council passed the following motion:

That staff request the Cumberland County Museum refund the balance of the former grants in the amount of \$5,674 to the Town of Amherst.

Once we have received the refunded amount from previous grants we will issue the cheque for the William R. Bird project.

Should your other project proceed in the future please know that you can apply for another Community Support grant.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Sharon Bristol

Sharon Bristol
Director, Community Living
sbristol@amherst.ca





Grove Cottage 2021

Cumberland Museum Society
150 Church Street
Amherst, NS, B4H 3C4
Phone: 902-667-2561
Web: cumberlandmuseum.net
Email: cumbmuseum@gmail.com

02 June 2025

Dear Mayor and Council

Thank you for your continued support of our projects and programs as we strive to offer our services to the Town of Amherst, the surrounding area, and tourists. Strong partnerships with the Town are vital to ensuring that our offerings are consistent with the values and heritage of Amherst.

We note that we have been asked to return granted amounts from 2023 and 2024 totaling \$5,674. These monies have remained untouched in our budget as we tried to recruit tradespeople to build the wall system that is required to increase our capacity and present a more cohesive story to highlight points of pride within the community. A key feature of this is a flexible feature wall where local individuals, groups and industries might highlight their history. In this way, we are trying to engage people in their own history and have a place to present their views.

While this has been the goal, the accumulated amount [\$11,000] has not met the estimates provided by the many providers who have provided quotes in the area of \$27 – 28, 500.

The discrepancy seems to be primarily due to inflation and what the market is able to bear. Coming out of the pandemic, trades costs have increased at an unprecedented rate. Adjusting to this new reality is difficult for smaller organizations that do not routinely undergo RFP processes.

We have, therefore, sought additional funding from funders to help us in our goals. We were looking forward to using the funds from the Town to create a series of theater interpretations using a short-throw LED projector. We hope that we can follow through with this project should we be successful with this other grant, with your approval.

Would the Town be amenable to us using the amount requested by the Town's recent motion to do some necessary plant improvements, which include a repointing of the foundation where it is crumbling, and removing ceiling tiles and possibly replacing them so that the gallery has a better appearance?

Sincerely

Lisa Emery, Board Chair, Cumberland Museum Society

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COMMITTEE OF THE WHOLE

CDR# 2025083

Date: June 16, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sharon Bristol, Director Community Living

DATE: June 16, 2025

SUBJECT: Community Support Grants 2025

ORIGIN: 2025-26 Operating Budget

LEGISLATIVE AUTHORITY: MGA 65 Power to expend money: (au) a grant or contribution to (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the province; Community Support Grants Policy, 72000-08

RECOMMENDATION: That Council forward to the June 23, 2025 regular meeting approval of funding in the amount of \$2,500 to the Multicultural Association of Cumberland under the Community Support Grants Policy.

BACKGROUND: An annual budget is allocated for community support grants so that the Town can provide assistance in a fiscally responsible manner to organizations that qualify under the criteria set in the policy. In doing so, the Town encourages and promotes the success of these organizations. It should be noted that all groups fill a significant role in the community; however, to ensure the intentions of the policy are adhered to, not all can be funded.

DISCUSSION: The Multicultural Association of Cumberland is requesting \$2,500 for a Celebrating Welcoming Week event in September. Last year this was hosted and was very successful.

CAO NOTE: From a review of the documents included, it seems that we are asked to fund 100% of the cost of the event. Policy guideline is that we will fund no more than 40% of the overall costs.

FINANCIAL IMPLICATIONS: Currently there is \$5,654.00 in the Community Support Grant fund to cover these requests.

COMMUNITY ENGAGEMENT: In response to a public invitation to apply, funding requests were submitted by community groups. Future community and sporting event requests will be dealt with on an individual basis.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications attached to this request.



SOCIAL JUSTICE IMPLICATIONS: Community not for profit organizations, sports teams, festivals and events help weave the fabric of our society. When a community has a strong base of supportive organizations dedicated to improving the quality of life for our residents in addition to sports, culture, arts, and events it is enriched in so many key ways. In most all cases these organizations rely heavily on outside sources of funding to stay afloat. Due to the nature of the not-for-profit world, it is our opportunity to assist those who work so tirelessly to make our community better. The Town of Amherst, as a funding contributor, helps create a community that all can be proud to live, work and play.

ALTERNATIVES:

1. Do not approve the funding request

ATTACHMENTS:

- Community Support Grants Policy, 72000-08
- Application

Date: 2025-06-03

**COMMUNITY SUPPORT GRANTS
TOWN OF AMHERST
REQUEST FOR FINANCIAL SUPPORT**

1. ORGANIZATION INFORMATION:

Name of Organization: Multicultural Assosication of Cumberland
 Full Mailing Address: 92 Church st. Amherst

 Contact Person: HeeYeon Son
 Email Address: heeyeon.son@halifax.ymca.ca
 Telephone: 902-397-4330

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ 2,500

3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)

Community Event: Celebrating Welcoming week 2025 in Amherst and Cumberland Area
Welcoming Week is a global movement that brings communities and neighbors of all backgrounds together to build strong connections and achieve collective prosperity.

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. **Please attach all documents that support the funding request.**

5. What are the expected benefits to the community? (event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

This year, it will be celebrated from September 13th to 22nd. During this week, community organizations will showcase their services for newcomers, fostering understanding and participation.
Additionally, newcomers will present cultural showcases, such as food, art, and crafts, to share their heritage with the community.
These events will create a welcoming environment for newcomers and provide educational opportunities for locals to understand multiculturalism in our community.

6. Please list all funding sources and/or other community partners for this event:

NAME	FUNDING IF ANY
YMCA of Cumberland / YREACH/HIPPY	
CANSAs	
CANU	

7. How many volunteers contribute to this event or festival: 15+

www.amherst.ca
 P.O. Box 516, Amherst, NS B4H 4A1
 (902)667-3352



Welcoming Week 2025 Budget Breakdown

Contents	Entity	Budget	Total
Food Samples	6	\$250	\$1,500
DJ or Sound System	1	\$100	\$100
Decoration		\$100	\$100
Performers		\$800	\$800
Grand Total			\$2,500

kdown(Ver-1)
etc
Sarsoza's, Smnile Sushi, Fursion, Bob's,Private vendors
Drummers,Henna, Singers, Dancers, Instrument

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

APPROVAL DATE: March 24, 2025

CAO Signature: 

POLICY STATEMENT

- a. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are providing services that in the opinion of Council, are of a benefit to the residents and businesses of the Town. Applicants and Groups that actively support inclusion, diversity, accessibility and equity will be given priority consideration as will those applications that enhance community well-being and increase the social determinants of health, such as, but not limited to food insecurity, affordable housing, early childhood development, education, social inclusion and non-discrimination of the citizens of Amherst
- b. This program does not govern the following, which are separately administered:
 - i. Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws);
 - ii. Residential Property Tax Rebates (low-income homeowners)

POLICY OBJECTIVES

The objectives of this policy are:

- a. to outline the requirements to apply and be considered for a Community Support Grant
- b. to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in a manner approved by Council.
- c. to ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
- d. to provide for public disclosure of a list of grant recipients and the amounts of those grants.

1. SCOPE

The Program includes financial grants in the form of cash and in-kind services (for use of municipal facilities, for example). The value of requests is not limited; however, applicants must be aware that:

- a. The application process is competitive;
- b. There are more grant applications received than available funding;
- c. Past funding commitments should not be interpreted as a guarantee that future requests will be approved. The Town is interested in ensuring that organizations are self-sufficient;
- d. The Town would like to support programs and events that promote community well being and health and safety of our citizens. With that in mind, events based on alcohol consumption (beer gardens, wine tasting tours etc.) may only receive support if other community benefits can be shown. Overall, the Town will show preference to events that are family friendly and support the overall well being of the community.

2. EXCLUSIONS

The following are exclusions from the grant program:

- a. While Council reserves the right to, it is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g., health, social services)
- b. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns

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- c. Funding applications will not be considered from the following:
 - i. Businesses;
 - ii. Provincial Government organizations;
 - iii. School Boards or quasi government organizations;
 - iv. Non-profit organizations for the purpose of funding accumulated deficits;
 - v. Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
 - vi. Organizations with political affiliations.
- d. Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief
- e. Funding will also not normally be provided to fundraising campaigns of national charitable organizations either directly or indirectly.
- f. Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

3. ALLOCATION OF FUNDS

Council is not obligated to:

- a. Provide funding in the form of Community Support Grants;
- b. Spend all the funds allocated for grants in any given year;
- c. Award the full amount requested in an application; or
- d. Renew any grant

4. GUIDELINES

The following guidelines apply to all grant requests except those listed in 4 above:

- a. Funding will generally be limited to no more than 40% of overall costs for an event or program
- b. Funding cannot be used to directly purchase products regulated by the Liquor Control Act R.S., c. 260, s. 1. or the Cannabis Control Act 2018, c. 3, s. 1.
- c. Preference is given to new initiatives; however, grants may be provided in multiple years for the same initiative.

5. PROGRAMS

The following are a list of the grants available:

a. Sport, Arts, and Culture

Maximum funding considered will be \$1000 for a team and \$250 for an individual:

- i. This includes amounts for teams / groups and individuals traveling to Provincial, National and International competitions and events when the Amherst based teams or individual have been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization, or have been invited by such an organization;
- ii. The team / group is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team;

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- iii. The individual is competing / attending as an individual and has their principal residence in the Town of Amherst;
- iv. The Town of Amherst resident has been selected / qualified to represent the Province of Nova Scotia or Canada at a national or international competition / event.

b. Festivals, Arts and Cultural Events Grants

Under this component will generally not exceed \$5,000

- i. Event must demonstrate broad community support;
- ii. Provides an experience not duplicated by other ongoing events, festivals or activities.
- iii. Draw spectators locally, from the Maritimes, nationally or internationally and increases the profile of our community;
- iv. Must be affiliated with a local community non-profit organization.

c. Organizational Equipment

Operational and capital equipment purchase requests will be considered on an individual basis.

d. Funding for Social Equity Initiatives

For the purposes of this policy, "Social Equity Funding" is defined as the annual funding allotment within the Community Support Area Rate, including any reserves for this purpose, to be used for initiatives that specifically target social equity issues. All applications which Council feels meet this definition and for which Council is considering funding from the annual Social Equity Funding allotment or associated reserves set aside for this purpose may be referred to the respective committees for a recommendation.

Notwithstanding the above, Council reserves the right to fund such poverty initiatives from other sources in addition to or in lieu of the annual Social Equity Funding allotment.

e. Large Scale Projects

Applications for large scale projects (generally greater than \$5,000 or multi-year initiatives) will be evaluated on an individual basis. In these cases, Council may require Municipal representation on a board, the development of an MOU and/or other reporting requirements etc.

6. APPLICATION PROCESS

The following outlines the application process:

A call out for applications will be issued by the Town in the months leading up to budget time. Community organizations will be encouraged to apply during this initial call out however applications can and will be received throughout the year and be considered based on budget availability.

Community groups may submit more than one application per year however Council will prioritize funding over a diverse collection of applications to ensure fairness and equity for all.

TITLE: Community Support Grants Policy
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- a) Applications - must submit the following information
 - i. A complete Community Grant Application
 - ii. a proposed budget for the project
- b) The Town of Amherst may request additional information as deemed necessary.

7. APPROVAL PROCESS

- a. For applications over \$1,000 staff will review applications, ensure requirements have been met and make recommendations to Council. Funding will be determined by council upon reviewing the proposal and recommendations from staff.

8. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer (CAO) may approve applications that are less than \$1000 provided such applications qualify in accordance with this policy. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the Town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December).

The CAO may waive the cost for Town owned facility rentals for organizations carrying out an event or service that satisfies the intent of this policy to a maximum of four rental waivers per year per organization.

9. PAYMENT PROCESS

For amounts over \$1,000 payment will be made at time of award as follows:

- a. 75% at the time of award
- b. 25% at the time of receipt of the final report, including receipts. Reports must be received by no later than one year after the event/project is held

10. CONDITIONS

- a. Grant recipients shall:
 - i. Make no misrepresentation on their application
 - ii. Use the grant as described in the application
 - iii. Use the funds in the year granted
 - iv. Council and/or the CAO may request an in-depth report for grants over \$5,000 at their discretion
 - v. Recipients from previous years who received over \$2,000 will be asked to complete a report detailing expenses and impact on the community or individual. This report will be sent prior to the call for applications each year. This report must be completed prior to the new application being considered.
- b. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.

TITLE: Community Support Grants Policy
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- c. Non-compliance, in any aspect could result in no funding being awarded in the future year(s)
- d. Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted
- e. If the event/project does not occur for any reason, all grant monies must be returned
- f. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

11. PUBLIC DISCLOSURE

- a. The Town of Amherst will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis
- b. A summary of grant awards will be posted on the Town of Amherst's website in accordance with s.65C(1) of the *Municipal Government Act*

TITLE: Community Support Grants Policy
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Application for Funding

Date: _____

REQUEST FOR FINANCIAL SUPPORT

REQUEST FOR IN-KIND FACILITY RENTAL

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

Total cost of program event or activity \$ _____

3. What is the purpose for the funding requested? (Sport and Physical Activity, Arts/Culture Events, Festivals, Organizational Equipment, Community Well-Being etc.)

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. Please attach all documents that support the funding request.

5. What are the expected benefits to the community? (Event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

6. Please list all funding sources and/or other community partners for this event:

NAME	FUNDING IF ANY

7. How many volunteers contribute to this event or festival: _____



98 East Victoria Street, PO Box 516, Amherst, NS, Canada B4H 4A1
 Phone: 902-667-3352 Fax 902-667-5409

TITLE: Community Support Grants Policy
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ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director Community Living	To ensure adherence to the policy. Advise staff of Policy changes and create awareness in the community of policy changes.
Mayor and Council	Review and approve applications as required.
CAO	Ensure applications under \$1,000 are reviewed and decision made in accordance with policy.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Amendments to policy to collapse A fresh grants, streamline application process, increase CAO approval limit, inclusion of MAP requirements, rewording to ensure policy is more inclusive and promotes community well-being	Director Community Living, Bristol	Council	February 27, 2023
Amendment to policy to remove Deed Transfer reference from Poverty Funding. Rename Poverty Funding to Social Equity.	Director Community Living, Bristol	Council	April 24, 2023
Eliminate section 4 as it is exclusionary of other organizations; amend Section 9 Payment Process to eliminate the two phased payment approach as this is administratively time consuming and places undue pressure on community organizations; and amend Section 10 Conditions to include the reporting requirement for organizations who intend to reapply for future grants. This will allow for transparency on how funds are used and the impact on the community.	Director, Community Living, Bristol	Council	October 30, 2023

TITLE: Community Support Grants Policy
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Change the requirement to send applications to the social equity committees from will to may	Director, Community Living, Bristol	Council	March 24, 2025
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Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24 September 2018
 28 October 2019 27 January 2020 25 October 2021 27 February 2023 24 April 2023
 30 October 2023

MEMO

TO: Mayor Small and Members of Council

FROM: Andrew Fisher, Director of Planning & Economic Development

DATE: June 16, 2025

RE: **Community Market**

This memo is a follow-up to the May 2025 COW memo outlining staff's engagement with the Amherst Farmer's Market in the context of expanding or changing the market offering in Amherst. A summary of that engagement is provided below, followed by a scan of markets in Nova Scotia and key points to consider should Council decide to move forward with a new community market in addition to the current offering.

Town staff met with organizers of the existing *Downtown Amherst Farmers' Market*, which runs Fridays (May–December) at the Amherst Lion's Den. The market has 30+ vendors, with 20–25 participating weekly, and is led by volunteer president Merrill Murray. The group is focused on growing their current market through marketing and potentially hiring a student for promotional support. Feedback from the Farmer's Market stakeholders discussion can be summarized as follows:

- **Limited Interest in New Market Leadership:** The group is not in a position to lead or organize a new market. Some would support it, but none expressed an interest in taking on its creation or operation. They would continue their existing Friday market regardless.
- **Venue Comments:** The Lion's Den is not available every weekend, limiting expansion. Vendors prefer a downtown location, with mixed opinions on outdoor versus indoor venues. Some expressed a strong preference for indoor space with kitchen access to avoid weather issues.
- **Vendor Availability & Competition:** Several vendors already attend other weekend markets (e.g., Pugwash, Sackville). There are concerns about competition for vendors and whether Amherst has a sufficient vendor base to support two markets.

In conclusion, there is openness to a second market, but it would require leadership separate from the existing market organization, funding support, and careful planning to address venue availability, vendor capacity, and coordination with existing market stakeholders.

Rachel MacDonald, a Nova Scotia Community College Business Administration student, conducted a scan of markets in Nova Scotia and developed a Business Case report. Both documents are attached for reference and readers are encouraged to read the excellent work completed by Ms. MacDonald. Key findings of the market scan are provided in the chart below:

Community	Type of Market	Municipal Support	Market Management	Economic & Community Role
Truro	Year-round 5000sqft indoor/5000sqft outdoor, 8-1, Saturdays	Town owns building, supported renovation, promotes events	Co-op, Board-led with staff; members pay fees	Major economic anchor downtown, 70+ vendors, significant vendor income source
New Glasgow	Year-round market downtown, 9-1 Saturday	Town owns facility, assists with building costs and fundraising	Non-profit Coop, Full-time manager; ACOA funding to build facility	130+ businesses, \$5.7M annual impact, supports tourism and downtown economy
Antigonish	Year-round, indoor facility with kitchen, Saturdays 830-1pm	\$1.05M in gov't funding; municipality promotes, helps with bylaws	Paid manager, interns and volunteers, ACOA funding for building, support from REN	\$1.6M impact, incubator for businesses, partners with social orgs
Wolfville	Year-round, university-based cooperative, Saturdays	ACOA, province, town & university support upgrades	Vendor run Coop, Executive director + staff; vendor/community board, ACOA funded	Up to 2,000 visitors/day, vendor incubator, social & educational hub
Bridgewater	Seasonal outdoor vendor-led market, Saturdays 9-1pm	Town provides venue and marketing	Part-time manager + volunteer board	Supports downtown business, family events, low-barrier entry for vendors
Kentville	Year-round, indoor/outdoor, Wednesdays	Town provides venues, promotion	Part-time manager; vendor-led non-profit	Mid-week draw for downtown, music & family programming
Yarmouth	Year-round, downtown historic building, Saturday 9-1pm	Helped secure site, grants for promotion & recovery	Volunteer board + market manager	Small business launchpad, regional draw, boosts foot traffic
Lunenburg	Year-round, Thursday market, 8-12	Access to arena/centre; \$4.4K grant for facility	Association, Part-time manager; non-profit	\$60K in one-day sales (2014), nonprofit table, community hub
Tatamagouche	Year-round at Creamery Square, Saturday 9-1pm	Indirect via Creamery Square support; facility upgrades	Part-time manager; co-op, Prov. Funded facility setup	25K+ annual visitors, nonprofit table, major community/economic driver
Pugwash	May-Oct, 839-1pm Saturdays	Market shelter, linked to bldng with washrooms & commercial kitchen	Vendor led Co-op	Up to 40 vendors, draws crowds from the region.

As indicated in the chart above and noted in the Business Case Report under Key Findings:

- **Saturday is the Standard:** most markets take place on Saturday morning; however, there are examples of markets held on other days.
- **Government Support:** all municipalities provide a venue(s), and support with marketing and promotion. Senior Government funding from ACOA and the province have contributed, particularly in establishing venue and amenities.
- **Co-ops with vendor-led boards:** Often with early support by municipalities, this governance model creates buy-in and makes them eligible for grants and senior government funding.
- **Staff:** most markets have a paid manager or executive director, often parttime, that maintain consistent operations, coordinate vendors and non-vendor programming. These roles are commonly supported through vendor fees and occasionally grants.
- **Drivers of economic activity:** markets support entrepreneurship, downtown vibrancy, draw visitors from outside the area, and in some cases generate millions in economic activity.
- **Community and social value:** markets become a gathering place that promotes a sense of community.
- **Farmer's Markets of Nova Scotia:** offers operational guidance, marketing support, training and access to funding opportunities.

The Business Case report offers two options: 1) increase support to strengthen the existing market; and 2) pilot a new market. Recommendations for option one include:

- **Provide access to a public space:** the existing market operators indicated that they like the Lion's Club as the venue, but perhaps this space could be expanded into the street or nearby parking lots.
- **Include the market in event planning:** invite the market to participate in downtown events like Canada Day and Date Night.
- **Assign a staff liaison:** staff could be assigned to play a more active role in promotion, coordination, and accessing grant funding.
- **Boost visibility through promotion:** in addition to the promotion the Town already does, by website and social media channel promotion. More wayfinding signage and VIC promotion would also help attract more attention to the market.

The second option is to pilot a new market. This option requires caution and sensitivity with respect to the existing market. The Town may not want to be perceived as competing with, and/or undermining an existing community-run market. However, should Council wish to further explore this option, staff seeks direction to develop the following:

- **Venue:** options and preliminary budget estimates for a venue that includes: stalls, access to washrooms and possibly a commercial kitchen.
- **Organizational model:** a draft terms-of-reference for a non-profit group (i.e. co-op, association) that would oversee the market start up and ongoing operation. This will likely require funding for a paid manager.



Business Case:

Exploring Paths for Community Market
Development In Amherst's Downtown





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08 Option 2: Pilot a New Seasonal Outdoor Market

09 Conclusion

EXECUTIVE SUMMARY

The Town of Amherst is exploring ways to strengthen its local economy, create a vibrant downtown, and support small business development. This business case explores how Amherst could support the development of a weekend community market and what potential benefits that could bring to the local economy, downtown activity, and community life. Supporting a community market aligns with Amherst's strategic goals and has strong potential to attract both residents and visitors to downtown Amherst.

This report explores two paths forward: enhancing the existing Friday market with Town support or piloting a new Saturday market during the summer months. These options would both contribute to a more visible, vendor-friendly market that reflects Amherst's development goals.

PURPOSE

This report was prepared to explore how community market activity in Amherst could be strengthened in a way that aligns with the Town's goals for economic prosperity and a vibrant, welcoming downtown. It examines whether Amherst could support a more visible weekend community market, reviews successful models from similar towns, and outlines practical steps the Town could take to help make it happen.





BACKGROUND & CONTEXT

Currently, Amherst hosts a small farmers' market inside the Lions Den on Friday mornings. However, the limited hours and location have made it difficult to attract vendors and the wider public. Conversations with vendors, residents, and regional comparisons suggest there is potential for a more visible, vibrant, and accessible weekend market. By supporting this type of initiative, the Town could create a welcoming public space that promotes entrepreneurship, boosts downtown activity, and brings people together. Farmers' markets play a vital role in local economic development by providing low-barrier opportunities for small businesses, creating a multiplier effect for surrounding stores, and encouraging local spending (Sadler et al., n.d.).

In April 2025, Town staff met with representatives of the existing Amherst Farmers' Market, as directed by Council, to explore options for expanding or shifting the market. The organizers expressed a desire to continue their Friday format at the Lions Den and shared that they are not interested in moving the market to Saturdays or taking on the responsibility of managing a second market. While participants were open to the idea of a new weekend market, they indicated it would need to be led by another organization. This conversation helped shape the direction of this report by confirming that a Saturday market would likely need to be a new initiative rather than an expansion of the current market.

In A 2019 survey of 21 Nova Scotia markets found that shoppers spent an average of \$41 at nearby businesses after visiting the market, showing that markets also help support surrounding local businesses.

(FMNS, 2019)

COMMUNITY DEMAND AND MARKET VIABILITY

There are clear signs that Amherst could support a successful weekend market. While incomes are modest, people here value local food, connection, and convenience especially when it's affordable and close to home.

Why a market makes sense in Amherst:

Population is stable: About 9,400 residents, with a mix of seniors, families, and working-age adults. Indicating a stable community size suitable for sustaining a local market (Statistics Canada, 2021).

Amherst serves a larger region: As a service hub for Cumberland County, Amherst is well-positioned to host a market that draws shoppers from nearby rural areas as well as locals.

Incomes are modest, but values align: The median household income is around \$55,600 (Statistics Canada, 2021) below the provincial average but Nova Scotians spend around 30% of their food budget on local products (Charlebois et al., 2023), showing a strong interest in supporting local, even on a tight budget.

Many people already shop at nearby markets: Residents travel to Sackville, Tatamagouche, and Pugwash for market days, meaning there's demand but it's being met outside town.

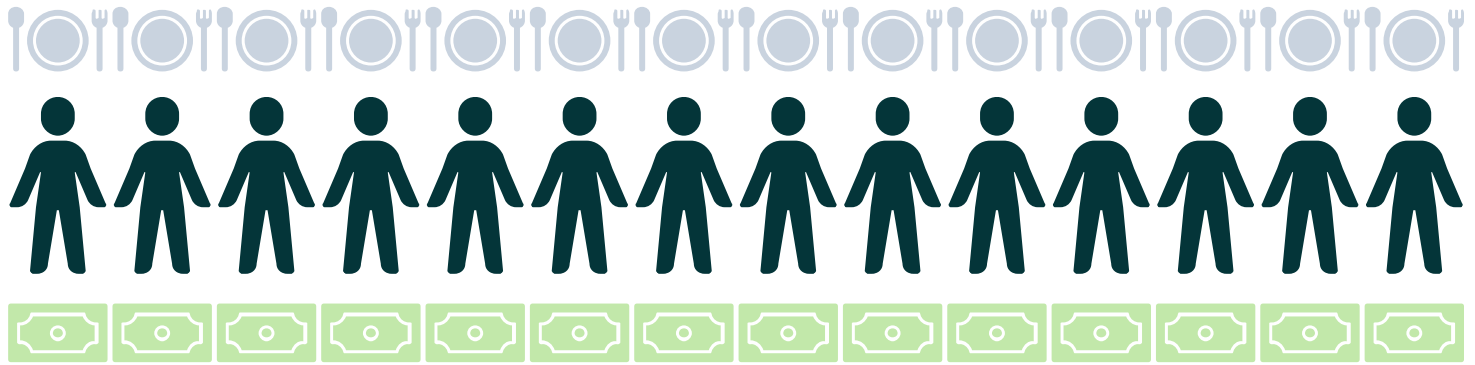
Local food is a growing priority: Nova Scotians are increasingly choosing to support local producers. A 2024 provincial survey showed that over 80% of respondents believe buying local is important for community resilience and economic health (Nova Scotia Department of Agriculture, 2024).

Markets thrive in similar towns: Nova Scotia has over 40 farmers' markets, including many thriving markets in communities with similar or smaller populations, showing the potential for success in establishing a local market (Farmers' Markets of Nova Scotia, 2023).



WHO IS THIS MARKET FOR, AND WHO DOES IT BENEFIT?

A weekend farmers' market in Amherst would serve a wide range of people in the community. Based on the population, demographics, and feedback gathered during this project, the market would benefit:



- **Seniors**, with over a quarter of the population being seniors, a local market could provide them with convenient access to fresh food and a social gathering place, enhancing their quality of life.
- **Young families**, who are looking for affordable local food and safe, low-cost weekend activities close to home.
- **Local vendors**, including small-scale farmers, bakers, and artisans who need a simple, low-barrier way to sell their products and connect with customers.
- **Tourists and visitors**, A Saturday market downtown could give them a reason to stop in Amherst, spend more time here, and visit nearby shops and attractions.
- **Downtown businesses**, which could see increased weekend foot traffic and benefit from being part of market-day events or promotions.
- **Shoppers from surrounding communities**, who currently have to travel for weekend markets and may prefer a closer option.
- **The broader community**, by creating a welcoming space to gather, shop, and support local.

KEY FINDINGS

The jurisdictional scan of farmers' markets across Nova Scotia revealed several shared success factors. These findings suggest that it is feasible for Amherst to establish a vibrant weekend market especially with municipal support. A more visible weekend market would better align with the Town's economic, tourism, and community development goals than the current Friday format alone. A full jurisdictional scan, with detailed examples, is included in the supporting document titled Jurisdictional Review: Farmers' Markets in Nova Scotia and Atlantic Canada.

1. Saturday markets are the regional standard.

Most successful farmers' markets in comparable towns operate on Saturdays. These include Wolfville, Truro, New Glasgow, Bridgewater, Antigonish, Tatamagouche, and others. Saturday markets attract significantly more visitors and offer better opportunities for vendor success. They also align with tourism traffic and weekend community activity.

2. Municipal support is a consistent success factor.

Nearly every market reviewed receives some form of municipal support. This includes access to public land or buildings, infrastructure upgrades, in-kind services, promotional support, and in many cases, startup funding or grants. In towns like Truro, Kentville, and Wolfville, early involvement from the municipality played a key role in helping the market grow over time.

3. Markets are strong drivers of economic activity.

Markets provide low-barrier entry points for local entrepreneurs, increase foot traffic to downtown businesses, and draw visitors from surrounding areas. The New Glasgow Farmers' Market generates over \$5.7 million in estimated annual economic impact. In Antigonish, the market has helped launch recognized businesses like Peace by Chocolate and contributes \$1.6 million in annual regional impact.

4. Markets create community and social value.

Community markets go beyond retail. They serve as weekly gathering spaces with live music, children's programming, nonprofit outreach, and food security initiatives. Many offer free community tables, youth entrepreneur spaces, or public classes. Markets in Antigonish, Kentville, and Lunenburg are especially strong examples of markets that contribute to community, family activity, and inclusion.

KEY FINDINGS

5. Vendor-led nonprofit models are common and sustainable.

Most markets are run by vendor-led cooperatives or nonprofit boards, often with municipal support in the early stages. This governance model keeps markets responsive to local needs while making them eligible for grants and provincial support. Kentville, for example, started with Town leadership but transitioned to an independent nonprofit.

6. Paid market managers contribute to effective operations.

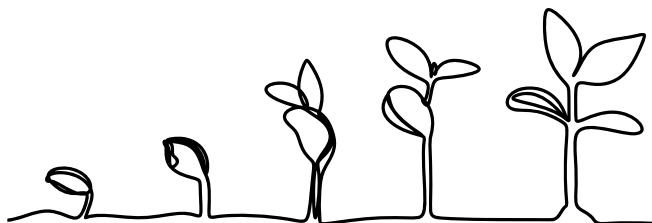
Markets with even part-time paid managers such as in Kentville, Antigonish, and Truro have been able to maintain consistent operations, coordinate vendors, and offer regular programming like music, youth activities, and community outreach. These roles are commonly supported through vendor fees and occasional municipal or grant funding.

7. Farmers Markets' of Nova Scotia membership offers valuable support.

Most successful markets are members of Farmers' Markets of Nova Scotia (FMNS), which offers operational guidance, marketing support, training, and access to funding opportunities.

8. A Saturday pilot market in Amherst could be a low-risk next step.

Given the Town's interest in exploring weekend options and the current market's decision to stay with its Friday format, a short-term Saturday pilot (e.g., 6–8 weeks in summer) could help test public interest and vendor participation. Other towns have taken similar phased approaches, often starting small before deciding whether to expand. If there is strong participation and turnout, a Saturday market could help fill an existing gap and inform longer-term decisions about market development in Amherst.



PATHS FOR MARKET DEVELOPMENT

Amherst currently has a farmers' market operating out of the Lions Den on Friday mornings. While it's a long-standing community effort, its limited location and hours reduce its visibility, vendor participation, and public engagement.

Across the province, more and more people are choosing to shop local and support nearby farms and small businesses. Farmers' markets have become one of the most popular ways to do that. This creates a timely opportunity for Amherst to look at what kind of market would best serve the community, local vendors, and the downtown area.

The following two pages outline the most promising paths identified through local engagement and regional research. Each option offers a different approach to supporting local small businesses, boosting downtown activity, and creating a more vibrant public space.



If the goal of a town is to be relevant, vibrant and grow, then farmers' markets are key. They bring life to downtown areas and give people a reason to come out, connect, and spend locally.

—Gordon Stevens,
Nova Scotia Business Owner



OPTION 1: SUPPORT AND STRENGTHEN THE EXISTING MARKET

The existing market already provides a strong starting point. It has committed vendors, an indoor space, and amenities like washrooms, power and signage. With support from the Town, it could become more visible, better connected to the community, and positioned for sustainable growth. This approach doesn't require starting over, It builds on the foundation that's already in place and gives the market more tools to grow in a sustainable, community-driven way with visible Town support.

If the Town chooses this path, here's what it could involve:

01. Provide access to public space

Even occasional use of central outdoor spaces for pop-up markets or summer events would increase visibility and attract more foot traffic. Many towns offer these spaces to community markets at no cost.

02. Include the market in event planning

The Town could invite the market to participate in downtown events like Canada Day, community festivals, or Thursday "Date Night" programming. This cross promotion will strengthen community connections and draw new visitors.

03. Support the development of a vendor-led structure

If vendors are interested in formalizing the market as a cooperative or non-profit, the Town could support the process by offering guidance, connections to resources, or information on funding opportunities. This structure would allow vendors to lead the market while opening the door to grants and FMNS membership.

04. Assign a staff liaison

A Town staff member could take on a small market support role, helping with communication, coordination, or community outreach as part of their regular duties. They could also assist with grant applications or navigating funding opportunities to support vendor growth or new initiatives.

05. Boost visibility through promotion

The Town already promotes the market through its social media and community calendar. Building on that, it could explore additional visibility supports like simple wayfinding signage and including the market in tourism materials such as the Town website, maps, or displays at the Visitor Information Centre. These low-cost actions can help attract more residents and visitors, especially during the summer season.

OPTION 2: PILOT A NEW SEASONAL OUTDOOR MARKET

If working with the existing market isn't the right fit, the Town could consider organizing a small outdoor weekend market as a short-term pilot. This path allows Amherst to test a new approach while being thoughtful with time, budget, and staffing and giving the Town a chance to measure success and gather feedback. If it's well-received, the Town could then explore more permanent options such as transitioning to a vendor-run model, expanding the season or offering a permanent indoor space.

If the Town chooses this path, here's what it could involve:

01. **Pilot a Saturday Outdoor Market in Summer**

Coordinate a small, weekly outdoor market during July and August, held in a central location such as Victoria Square. Keep it simple, community-focused, and well-promoted to test local demand and participation.

02. **Design the pilot to be low-barrier and flexible**

Allow vendors to participate weekly without requiring long-term commitments. Keep fees low (or free), use a simple application, and offer a wide range of participation from farmers and bakers to artisans and small-scale producers.

03. **Assign a staff member to lead coordination**

Use existing Town staff capacity (e.g., Community Living or Recreation) to manage vendor outreach, scheduling, social media, and on-site logistics during the pilot season.

04. **Provide supports for success**

Ensure access to power, washrooms, signage, and a consistent marketing effort across social media, Town newsletters, and tourism platforms.

05. **Continue supporting the existing Friday market**

Recognize the value of the current Lions Den market by maintaining promotion through Town calendars and social media. This respects existing vendors while allowing new energy and weekend access to grow.

06. **Evaluate the Saturday pilot after the season ends**

Collect feedback from vendors, community members, and nearby businesses to assess outcomes. Use this data to decide whether to scale the pilot, transition to a vendor-run model, or adjust the format.



CONCLUSION

Across the province, communities are seeing renewed interest in shopping local and creating gathering spaces that support food access, small business growth, and community connection. Amherst's size, location, and community values suggest that a local weekend market could play a stronger role in downtown engagement.

This report provides information and context to help support future planning and discussion around what that could look like in Amherst. By looking at what has worked elsewhere and what Amherst's needs and opportunities are, this report offers a starting point for considering how local market activity could evolve in the future.



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Jurisdictional Scan: Farmers' and Community Markets

Truro, NS - (Population ~12,000 + Population of Surrounding Communities)

Operations

The Truro Farmers' Market Cooperative runs every Sunday 8-1 and has been a part of the community for 46 years. It started as an outdoor, seasonal market, and had been at its present location since 2011. Since 2017 it has been a year-round market. It's a large market, with 5000sq ft indoors and another 5000 sq ft outdoors in the summer. The organization is a cooperative, which is "owned" by its membership. The membership votes on a board and the board of directors manage the organization. The way Truro is structured is that they have a board who provides guidance and policy making decisions etc. They also employ have staff who then do the work of the market itself. Each member pays a membership fee, and every vendor, members and casual ones, pays a table fee each Saturday they are there. (Cam MacKay, Executive Director, May 1, 2025)

Municipal Involvement

The Town of Truro owns the building (a restored heritage fire hall) and supported its renovations. The project has had significant financial support from the Town of Truro, Atlantic Canada Opportunities Agency, the Nova Scotia Department of Agriculture, Direct Marketing Trust, Downtown Truro Partnership and the Colchester Regional Development Agency (*TFMC History – Truro Farmers' Market*, n.d.).

The Town also promotes the market as part of its downtown revitalization and tourism strategies and assists with seasonal event planning (Truro Farmers' Market Cooperative, 2024). Currently, they don't receive any traditional grants or funding from them or the Municipality of Colchester. (Cam MacKay, Executive Director, May 1, 2025)

Economic & community Impacts

The Director of the market stated that the economic impacts are huge. Many farmers and producers make their living through their organization. It's likely the single largest, consistent economic event happening downtown each Saturday throughout the year. They have a very busy market, and their vendors are using it as a way to make a living and grow their businesses. Some do it for part time work, or to supplement their income. But for the large producers, the Truro market is their main space to sell.

The market features over 70 vendors and draws strong weekend foot traffic. It contributes to local small business growth, enhances food access, and anchors downtown activity.

New Glasgow, NS- (Population - 9,500)

Operations

The New Glasgow Farmers market is located along the beautiful riverfront in the heart of downtown. They run Saturday Mornings 9am until 1pm, year-round. Their market is a social gathering place where you can listen to great music, eat great food, and meet friends & neighbours. It's a must-see destination for visitors who want to experience the real vibe of Nova Scotia hospitality. (*About the NGFM, 2024*)

Their mission is to create a vibrant, inclusive community by providing a space that supports local farmers, artisans, and small businesses, while offering access to fresh, locally sourced food. The market aims to enhance community engagement, cultural exchange, and economic growth in Northern Nova Scotia. The market also offers youth tables for younger entrepreneurs at a discounted price and community table for community organizations. By doing this the market strengthens local food security and supports the wellbeing of its community. (*About the NGFM, 2024*)

The New Glasgow Farmers Market is a non-profit cooperative organization whose mandate is to support local growers and producers by providing a low-risk venue that will help promote their products and give exposure for their business. It employs a full-time market manager who oversees year-round operations and vendor relations (Town of New Glasgow, 2023).

Municipal Involvement

The facility the market is run at is owned by the Town of New Glasgow and Council is committed to the ongoing building costs, maintenance, and operational services. The New Glasgow Farmers Market rents the building for its operation, this amount has assisted with those ongoing building costs.

In 2010 The Town of New Glasgow had secured funding with support from ACOA and the other municipalities in Pictou County to build the markets first permanent home along the river. In November of 2015 they partnered with the Town of New Glasgow, the Municipality of Pictou County and ACOA to secure funding for a second and year-round building. The market currently fundraising for another building and has received \$45,000 from the municipality of Pictou County and is expecting other federal grants & contributions for this initiative. (*Raise the Barn, 2023*)

The Town of New Glasgow and the market have established a close partnership over the years. While we are independent, the Town has always been an important and valuable supporter of the market and its vendors. (*Raise the Barn*, 2023)

Economic & Community Impacts

The New Glasgow Farmers' Market is home to more than 130 small businesses and entrepreneurs through their year-round Saturday market. This market attracts 60,000 visitors each year and generates an estimated total annual economic impact of \$5,700,000. (Farmers' Markets of Nova Scotia, 2023). The market has measured a 62% increase in spending at area businesses and attractions during market times. Using the \$41.00 number from 2019 and multiplying this by the number of average visitors in 2019, gives indirect spending of \$2.7M at surrounding businesses. The market contributes significantly to the town's economy, supports tourism, and brings vitality to the waterfront and downtown area.

Antigonish, NS- (Population - 5,000 + University Population)

Operations

The Antigonish Farmers Market continues to grow as a vital community hub, offering more than just a place to shop. The weekly markets run every Saturday from 8:30 a.m. to 1:00 p.m., featuring a welcoming environment with both indoor and outdoor dining areas where customers can enjoy locally prepared food and connect with one another. Each market includes live music from talented musicians across Nova Scotia, as well as a dedicated Kid's Table with crafts and colouring activities to engage young visitors (Megan Decoste, Market Manager, May 6, 2025).

Megan Decoste is the paid market manager. She has help from Dietetic Interns from STFX, as well as summer students. The volunteer board of directors help with decision making. The vendors volunteer to help with operational duties and maintenance.

Municipal Involvement

In 2019 the Market received 700,000 of funding to support a year-round building through Atlantic Canada opportunities Agency's Innovative Communities' fund. The municipality of Antigonish provided 200,000 and the town of Antigonish provided 150,000. (Atlantic Canada Opportunities Agency, 2022). In 2020 they moved into their community funded building, with a commercial kitchen, community space and solar panels.

Antigonish Regional Development Authority was always an enormous help with paperwork, especially with getting the Market incorporated in 97' and continue to help with getting their By-Laws and Vendor and Board Policy in place. The market also

receives funding through government programs to hire summer students (Megan Decoste, Market Manager, May 6, 2025).

The municipality remains involved in promotional efforts and community programming. (Antigonish Farmers' Market Association, 2023). The Market is listed as a community partner on the municipality of the county of Antigonish website, it is also heavily featured in the town's tourism marketing.

Economic & Community Impacts

The market is playing an increasingly important role in community development. With their multi-purpose room and state-of-the-art commercial kitchen, they have partnered with organizations such as the Antigonish Poverty Reduction Coalition, Life School House, Naomi Society, Women's Resource Centre, Seniors for Climate, and YREACH. These partnerships enable them to host free public classes and events, as well as prepare food for local food security initiatives (Megan Decoste, Market Manager, May 6, 2025).

Consumers benefit not only from the wide variety of products available, but also from the market's emphasis on sustainability. Locally sourced goods mean reduced transportation emissions, lower pesticide and chemical use, and significantly less packaging compared to conventional retail. They remain committed to expanding sustainable practices that benefit both vendors and the wider community. The Farmers' Market has been instrumental in the start-up and success of a number of businesses that have scaled up, including Peace by Chocolate, Haveracres Maple Farm, Cornect Family Farm and Steinhart Distillery (Atlantic Canada Opportunities Agency, 2022). The market has an estimated economic impact of \$1.6 million in Antigonish and surrounding communities. (Farmers' Markets of Nova Scotia, 2023).

Wolfville, NS- (Population - 4,300 + University Population)

Operations

The Wolfville Farmers' Market began in 1992 with just three vendors set up in a parking lot. What started as a seasonal summer market at Robie Tufts Park has since grown into a thriving, year-round operation located in the DeWolfe Building at Acadia University (Wolfville Farmers' Market, n.d.-a). It now hosts over 65 vendors including farmers, chefs, and artisans and brings together more than a thousand visitors each Saturday for fresh food, live music, and a strong sense of community (Farmers' Markets of Nova Scotia, n.d.).

The market is operated by a vendor-run, non-profit cooperative and is a member of Farmers' Markets of Nova Scotia. It has a paid executive director, a dedicated Market Manager, and additional staff to support operations (Wolfville Farmers' Market, n.d.-b).

Governance is handled by a board of directors made up of both vendors and community members. Guided by the mission to “cultivate opportunities for producers and community to connect, engage, and be nourished,” the market has become a key part of life in Wolfville and a successful model of community-driven food access (Wolfville Farmers’ Market, n.d.-a).

Municipal Involvement

In 2020, the Atlantic Canada Opportunities Agency (ACOA) supported the market with a \$250,000 grant to go towards the facility for the Farmers’ Market (Atlantic Canada Opportunities Agency, 2022). Additional funding for the project includes more than \$245,000 from the Nova Scotia Department of Agriculture, \$3,000 from the Town of Wolfville and in-kind donations from Acadia University, the owner of the DeWolfe Building (Wolfville Farmers’ Market, n.d.-a). Upgrades to the building included the installation of a commercial demonstration kitchen, public washrooms, office space, natural lighting, heating, ventilation systems, potable water and electricity.

The town, along with Acadia University has sponsored various community initiatives at the market. The market’s Soups and Sides program, started by Community Development students, builds community and provides access to local food thanks to the partnership between Acadia, the Town of Wolfville, and the Wolfville Farmers’ Market (Wolfville Farmers’ Market, n.d.-a). The town of Wolfville continues to include the market in cultural and tourism promotion and collaborates on special events (Town of Wolfville, n.d.).

Economic & Community Impacts

The Wolfville Farmers’ Market is a major draw for both locals and tourists (complementing the town’s appeal as a culinary and wine destination). It attracts up to 2,000 or more visitors on a typical summer Saturday, a huge number relative to the town’s population (Farmers’ Markets of Nova Scotia, n.d.). This influx of people benefits downtown businesses as many marketgoers also visit coffee shops, boutiques, and galleries in Wolfville on market day. The market has incubated numerous local businesses (some vendors have grown from a single table to storefront operations). Wolfville’s market is often cited as an example of a farmers’ market as a community hub, with a warm atmosphere and educational workshops. The market’s continual innovation and community focus have made it a model within Nova Scotia’s farmers’ market sector (Wolfville Farmers’ Market, n.d.-a; Farmers’ Markets of Nova Scotia, n.d.).

Bridgewater, NS (Population - 8,800)

Operations

The Bridgewater Farmers' Market has been building a community of local vendors since 2009 and features local vendors offering produce, baked goods, crafts and more. This outdoor market is open Saturdays 9am–1pm (May- Dec) rain or shine. This market is also well known for their wonderful holiday markets. Bridgewater's market operates as a vendor-led, non-profit organization and is an FMNS member. It has a part-time market manager and relies on a volunteer board (Bridgewater Farmers' Market, 2024).

Municipal Involvement

The Town helped launch the market with access to public space and event support. They credit the Town of Bridgewater for supporting their marketing for many years. The town supports the market primarily by providing a venue. The market is held at 123 Empire Street in Bridgewater's downtown, utilizing a public parking area and green space in the Centre Square district. This central, town-owned space is made available for the market, helping integrate it into downtown activity (Bridgewater Farmers' Market, 2024).

Economic & Community Impacts

While specific economic data for Bridgewater's market is not published, its benefits are evident anecdotally. The Saturday market regularly attracts residents and visitors from surrounding areas, creating foot traffic that spills over to nearby downtown businesses. The market's popular special events and family-friendly atmosphere contribute to Bridgewater's downtown vibrancy and sense of community. It provides local farmers and artisans with a low-barrier sales outlet (Bridgewater Farmers' Market, 2024).

Kentville, NS (Population - 6,000)

Operations

Kentville Farmers' Market operates year-round on Wednesdays and features over 30 vendors at its peak. From mid-May to mid-October, the market is held outdoors in Kentville's Centre Square and during the colder months (mid-October to mid-May), it moves indoors to 348 Main Street in the Town Hall Recreation Centre. The market adheres to a 100% locally sourced product policy and includes weekly live music, children's art activities in the summer, and bistro-style seating for visitors. It is a vendor-led, non-profit organization and a member of Farmers' Markets of Nova Scotia (FMNS). The market employs a paid part-time market manager to coordinate weekly operations and events (Farmers' Markets of Nova Scotia, 2023).

Municipal Involvement

The Kentville Farmers' Market began in 2007 as a joint initiative between the Town of Kentville and the Wolfville Farmers' Market. After four years of growth, it became an independent entity in 2011 (Kentville Farmers' Market, 2022). The Town of Kentville continues to support the market by providing access to public venues. Centre Square, a centrally located downtown green space, is used during the outdoor season, while indoor locations are coordinated with available town facilities. The Town is also listed as an official sponsor and supports the market through event collaboration and promotional efforts (Town of Kentville, 2023).

Economic & Community Impacts

The Kentville Farmers' Market has become a popular mid-week event that draws residents and visitors to the downtown. Market days encourage spending at nearby shops, restaurants, and cafes. This aligns with the Town's broader economic development and downtown revitalization goals. The inclusion of live music and family-oriented programming has helped establish the market as a social gathering point and contributed to a livelier, more community-oriented downtown (Town of Kentville, 2023; Farmers' Markets of Nova Scotia, 2023).

Yarmouth, NS (Population – 7,800)

Operations

Yarmouth Farmers' Community Market is a year-round community market that operates in Yarmouth's historic downtown at 15 Hawthorne Street. It started as a tent in the

Canadian Tire parking lot but due to popularity it caused them to relocate to a larger facility (Yarmouth Farmers' Community Market, n.d.). The market is run by a volunteer board and a Market Manager (currently Andrew Fuller) (Farmers' Markets of Nova Scotia, n.d.). It functions as a non-profit cooperative of vendors. The market offers a range of goods: seasonal produce from local farms, locally caught seafood (in season), baked goods, jams and preserves, and artisanal crafts. Its focus is not only on retailing goods but also on being a friendly gathering place for the community each week. The market often features live music by local musicians, adding to the welcoming atmosphere (Town of Yarmouth, n.d.).

Municipal Involvement

The Municipality (Town of Yarmouth) provides indirect but important support, the site at 15 Hawthorne was secured for the market with help from the Town, which recognized the need for a permanent location) (Town of Yarmouth, n.d.). The Town also includes the farmers' market in its tourism promotions and local events. Yarmouth's Council has been supportive of the market's goals at times providing small grants or COVID-recovery funding to help with marketing and facility improvements. The Town views the market as part of its downtown revitalization and community development strategy and acts as a facilitator when needed (Town of Yarmouth, n.d.).

Economic & Community Impacts

The Market has been instrumental in launching small businesses. Many vendors have used the market as an entry point to test products and build a customer base. Some have expanded to larger operations thanks to the exposure and sales gained at the market (Yarmouth Farmers' Community Market, n.d.). The market also draws visitors from the rural area and tourists (especially in summer when Yarmouth sees visitors for its waterfront and ferry terminal). These visitors contribute to the downtown economy. While no formal study has been done in Yarmouth, the community and business feedback indicate a positive impact on downtown foot traffic and an encouraging environment for local entrepreneurship (Yarmouth Farmers' Community Market, n.d.).

Lunenburg, NS- (Population of town and adjacent areas – 7,848)

Operations

The Lunenburg Farmers' Market has been operating since 1984 and runs year-round under the direction of the Lunenburg Farmers' Market Association. From May to mid-September, it's held outdoors at the Lunenburg Arena, then moves indoors to the

Lunenburg Community Centre for the fall and winter months. Market days take place every Thursday from 8:00 AM to 12:00 PM and feature over 45 vendors offering local produce, meats, baked goods, prepared foods, and handmade items. The market is managed as a non-profit and employs a part-time, paid market manager to oversee operations (Lunenburg Farmers' Market, n.d.-b).

Municipal Involvement

The Lunenburg Farmers' Market benefits from municipal and provincial support. The Town provides access to public facilities like the Lunenburg Arena and Community Centre, which serve as the market's seasonal venues. In 2024, the market received a \$4,444 grant from the Nova Scotia Department of Communities, Culture, Tourism and Heritage to support community facility improvements (Province of Nova Scotia, 2024).

Economic & Community Impacts

The Lunenburg Farmers' Market plays an important role in both the local economy and community life. A 2014 report noted the market brought in around \$60,000 in sales during a single Thursday, showing just how much activity it can generate in a short time (Halifax Media Co-op, 2014). Along with supporting local farms and small businesses, the market offers a free community table each week where non-profit organizations can set up and share information with the public (Lunenburg Farmers' Market, n.d.-c). This helps make the market more than just a shopping space it's also a place where people connect, learn about local initiatives, and engage with their community. These weekly interactions, combined with regular access to fresh, local food, help build a stronger local food system and support a more vibrant downtown.

Tatamagouche, NS (Pop. – 690 + seasonal influx)

Operations

The Tatamagouche Farmers' Market operates year-round from early February to mid-December, running every Saturday from 9:00 AM to 1:00 PM. It's located at Creamery Square, a central community hub in the village, and features over 50 vendors during peak season. Shoppers can find a mix of fresh produce, meat, prepared food, baked goods, crafts, and handmade items. The market is managed by the Tatamagouche

Farmers' Market Co-operative Ltd. and employs a part-time market manager, Shawn Crouse, to oversee operations and vendor coordination (Farmers' Markets of Nova Scotia, n.d.).

Municipal Involvement

While the market is not directly operated by the municipality, it benefits from being part of Creamery Square, a community-owned development that houses several local organizations. This location provides access to a covered indoor space and surrounding green areas, helping the market remain active through all seasons. In July 2024, the Creamery Square Association received provincial funding from the Nova Scotia government for infrastructure improvements, including updates to the market's entrance and restrooms (Province of Nova Scotia, 2024). This kind of investment demonstrates ongoing public support for the market's role in community life, even if the funding is technically awarded to the broader Creamery Square facility.

Economic & Community Impacts

The Tatamagouche Farmers' Market plays a central role in the village's economic and social life. It attracts more than 25,000 visitors each year, drawing both locals and tourists to the area (Tatamagouche Farmers' Market, n.d.). The market supports a wide range of small producers by providing a direct sales outlet and offers regular opportunities for local musicians and non-profits to participate. A free community table is available each week for non-profit groups to share resources, fundraise, or connect with the public, helping the market function as more than just a retail space. It's also considered one of the anchors of Creamery Square, contributing to the vibrancy of the waterfront and helping strengthen the local food economy.

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TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: June 16, 2025

SUBJECT: Accessible Playground

ORIGIN: Construction of an Accessible Playground in Amherst

LEGISLATIVE AUTHORITY: Municipal Government Act Section 47 (1) The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

RECOMMENDATION: That Council provide direction on whether to proceed with the applications for funding for an Accessible Playground in Amherst, and further provide direction on the location and size of the playground.

BACKGROUND: In early 2023 a concerned citizen raised the issue that the Town of Amherst does not have a fully accessible playground for children with physical disabilities. In the summer of 2023, staff reviewed playground accessibility through consultation with the Parrsboro Playground Committee, Camp Tidnish, and the Town of Westville. A survey was also provided to the community to assess the various barriers individuals may experience at Amherst Parks. Responses from the community showed that there was interest in an Accessible Playground in Amherst. An internal Accessible Playground Committee was developed along with a work plan that outlines the steps and design options for a new accessible playground.

DISCUSSION: The attached Accessible Playground Work Plan outlines options for a small, medium or large playground to be constructed at one of three potential locations: Rotary Park, Rotary McDonald Park or Lions Park. Council included an amount of \$200,000.00 in 2025/26 capital budget contingent on grant funding.

FINANCIAL IMPLICATIONS: \$600,000 (contingent on grant funding) has been approved in the 2025/26 budget with a Town contribution of \$200,000. Overall cost of an accessible playground is contingent on size and additional accessible features.

SOCIAL JUSTICE IMPLICATIONS: This initiative would promote inclusivity, equity, and community engagement for all children, regardless of their abilities. It ensures that children with disabilities, who are often excluded from social activities and public spaces, have the right to play and participate in their communities. By breaking down physical and social barriers, accessible playgrounds foster social interaction, build empathy, and reduce stigma, ultimately contributing to a more just and equitable society





COMMITTEE OF THE WHOLE

CDR# 2025082

Date: June 16, 2025

ENVIRONMENTAL IMPLICATIONS: Promote sustainable design and reduce carbon footprint through the use of eco-friendly materials and practices.

COMMUNITY ENGAGEMENT: Accessible playgrounds encourage physical activity which supports healthy living. An accessible playground can enhance community space, making them more attractive and inviting which can contribute to a more sustainable and environmentally friendly community.

There would be opportunities for the community to volunteer throughout the construction process.

ALTERNATIVES: The Town of Amherst does not move forward with the construction of an accessible playground.

ATTACHMENTS: Accessible Playground Work Plan

:



Town of Amherst Work Plan

For an Accessible Playground



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Executive Summary

Play is a fundamental human right and is integral to children's emotional wellbeing and cognitive, physical, and social development. Children with disabilities often face significant barriers to accessing sport and play. Playground play is largely unstructured, offering diverse play opportunities for children to advance their imagination, self-awareness, risk perception, identity, and their social and motor skills but children with disabilities lack equal access to play opportunities, in part due to inaccessible playground design.

Playgrounds are crucial to children's experience of play. However, they represent a significant barrier to children with disabilities, as their design is often informed by normative understandings of children's bodies, mobilities, and abilities that do not account for the existence of childhood disability. Playground surfaces, elevated play structures, and play components themselves are often inaccessible to children with disabilities, resulting in feelings of isolation, exclusion from peer interaction, or exclusion from play spaces altogether.

Within playground design research and practice, the unique needs, interests, and rights of children with disabilities are beginning to be recognized. This can be seen through the existence of accessibility standards, which, despite their limitations, represent a shift toward improving access to play opportunities for children with disabilities.



Planning Phases

Phase 1: Kick Off COMPLETE

- A. Form a Planning Committee
- B. Hold First planning meeting and identify the play space audience
- C. Select and evaluate potential play space sites
- D. Research play space designs, equipment, designers and budgets

Phase 2: Planning the Project

- A. Consult with neighborhood community, vendors and professionals
- B. Decide on play space design, equipment and costs
- C. Discuss preliminary project plan and approx. budget
- D. Develop project budget, timelines and milestones
- E. Create fundraising plan
- F. Start Fundraising

Phase 3: Getting it Done

- A. To do before you order the equipment
- B. Plan the installation
- C. Prepare for equipment arrival and installation
- D. Installation Day
- E. Project completion



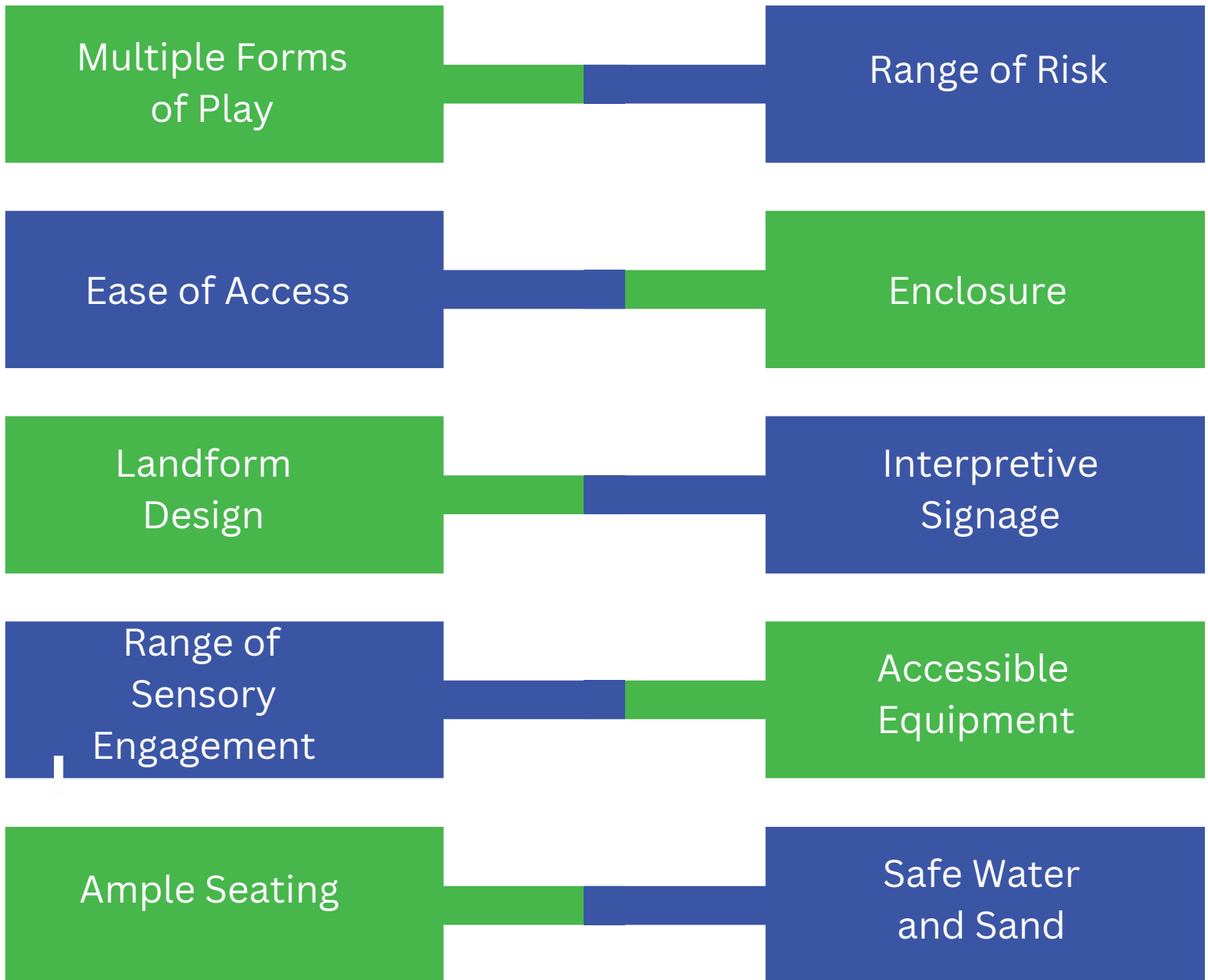
Phase 2 Timeline



Step	Details	Timeframe	Staff
Decide on play space, design, equipment, costs and location	Work plan to be brought to Council for decision.	June 2025	All
Confirm project budget, timelines and milestones	Work plan to be brought to Council for decision.	June 2025	All
Consult with neighborhood community, vendors and professionals	Community engagement: public forums (i.e town halls, workshops, design charrette with all stakeholders, public open house)	Throughout the summer, at already scheduled events, bigger town hall planned in fall? Fit with other AIDE Milestones	All Matt and Corey equipment vendors Community Living-Community Portion
Create fundraising plan	Create basic corporate level fundraising plan	Fall 2025	Sharon and Mallory
Develop fundraising committee		Fall 2025	Sharon and Mallory
Start fundraising	Most grants will become available in the new year.	Winter through to Spring 2026	Jessica and Mallory Grant Leads Fundraising committee community connection
Start Phase 3	A. To do before you order the equipment B. Plan the installation C. Prepare for equipment arrival and installation D. Installation Day E. Project completion F. Grand opening celebrations	1 year to complete Spring 2026-2027 **Outlined as one year because this is a requirement for some grants. Refer to grant expectations for a more detailed timeline** May need to revise plan to include installation phases dependant on funding distribution.	All Corey, Matt and Public Works take lead

Accessible Playground Design

Our goal is to design and install an inclusively designed playground with:



Design Examples with Cost

Small Playground
\$75,000-\$200,000



Medium Playground
\$200,000-\$600,000

Large Playground
(11,000 Sq Ft)
\$600,000-\$1 Mil.



Design Examples with Cost

Medium to Large Playground with other Amenities

\$535,000+ HST



Donations: shade, shelter, seating 10K

Lighting estimate 10-20K

Phase 2 includes bathrooms at 300K

Design Examples from Burke



Ages 5-12
Approx. List Price \$88,073
ASTM Use Zone: 45' x 50'
Fall Height: 96"
Capacity: 154
Play Events: 32



Ages 5-12
Approx. List Price \$284,695
ASTM Use Zone: 84' x 67'
Fall Height: 100"
Capacity: 402
Play Events: 58

Equipment Suppliers

Cobequid Trail Consulting

Family run business specializing in the creation of uniquely captivating outdoor playscapes for children of all ages. Based in Nova Scotia, most experienced outdoor recreation companies. They support environmentally sustainable trails, the design and construction of natural, traditional and hybrid playgrounds.

Burke Playgrounds

Focus on inclusive play by designing products and play spaces that can be used comfortably by people of all abilities. They incorporate research-based design practices by partnering with the industry's best minds to create play spaces that foster positive experiences and promote sustainability by sourcing all our electricity from renewable resources offer wide range of products, for community members of all ages and abilities.

Canadian Tire Jumpstart

Playgrounds have been designed from the ground up to be universally accessible, ensuring all kids can take part in the magic of play. From double-wide ramps to static free slides, these incredible play spaces are thoughtfully designed to ensure there is something for everyone. They work with municipalities and local Canadian Tire dealers to bring inclusive play to communities across the country.

Discount Playground Supply

Playground Canada

Potential Locations

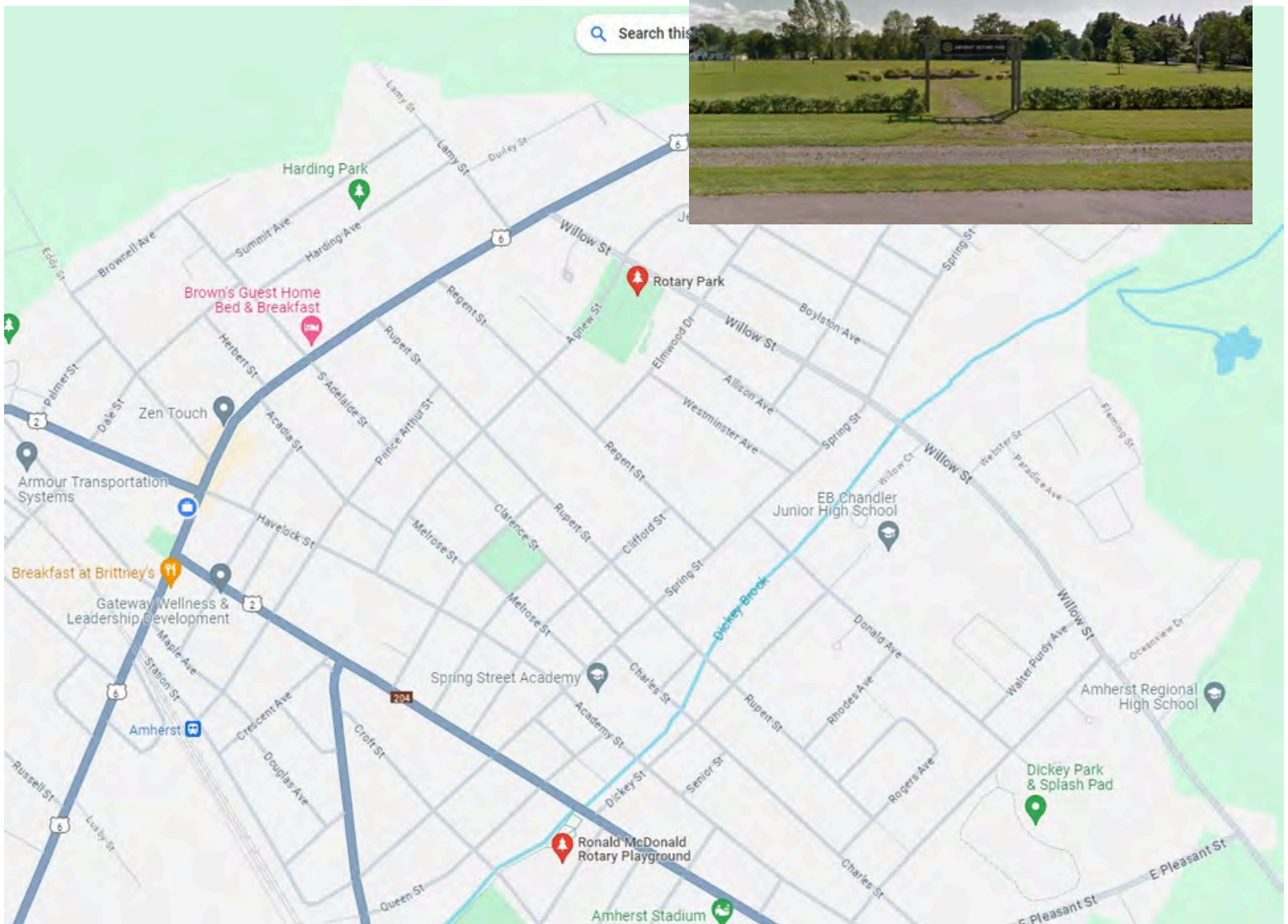
Rotary Park Address: 25 Willow St Amherst

Size of lot: 4.4 Acres

Potential Partnership with Rotary

Across the street from Maggie's Place- increased traffic to both locations

Other amenities within walking distance: YMCA, Schools, Bed and Breakfast, residential area.

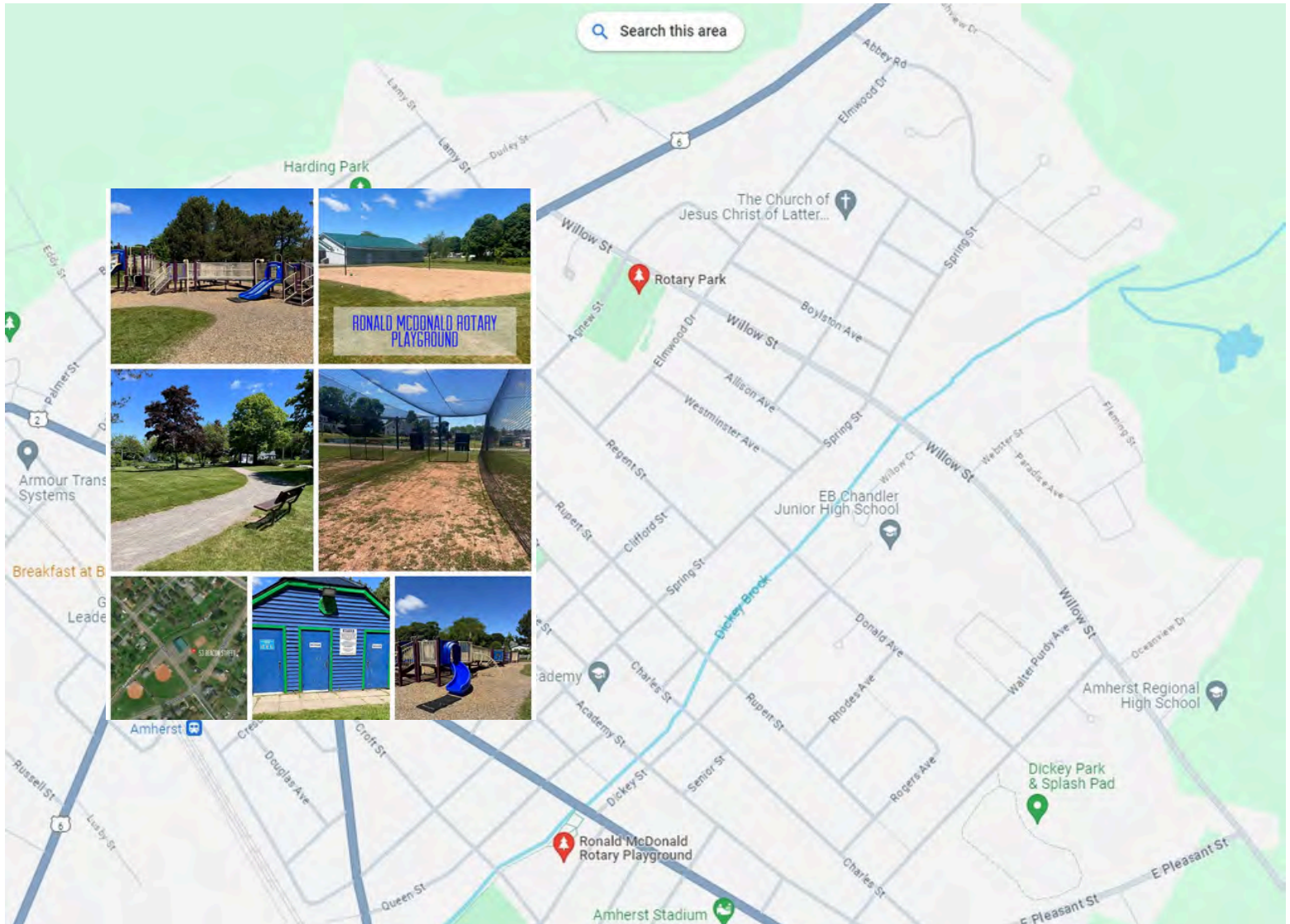


Potential Locations

Ronald McDonald Rotary Park Address: 51 Beacon St Amherst

Size of lot: 21 Acres

Other amenities: Bathrooms on site, Baseball Diamond, Volleyball Court, Walking Trail.



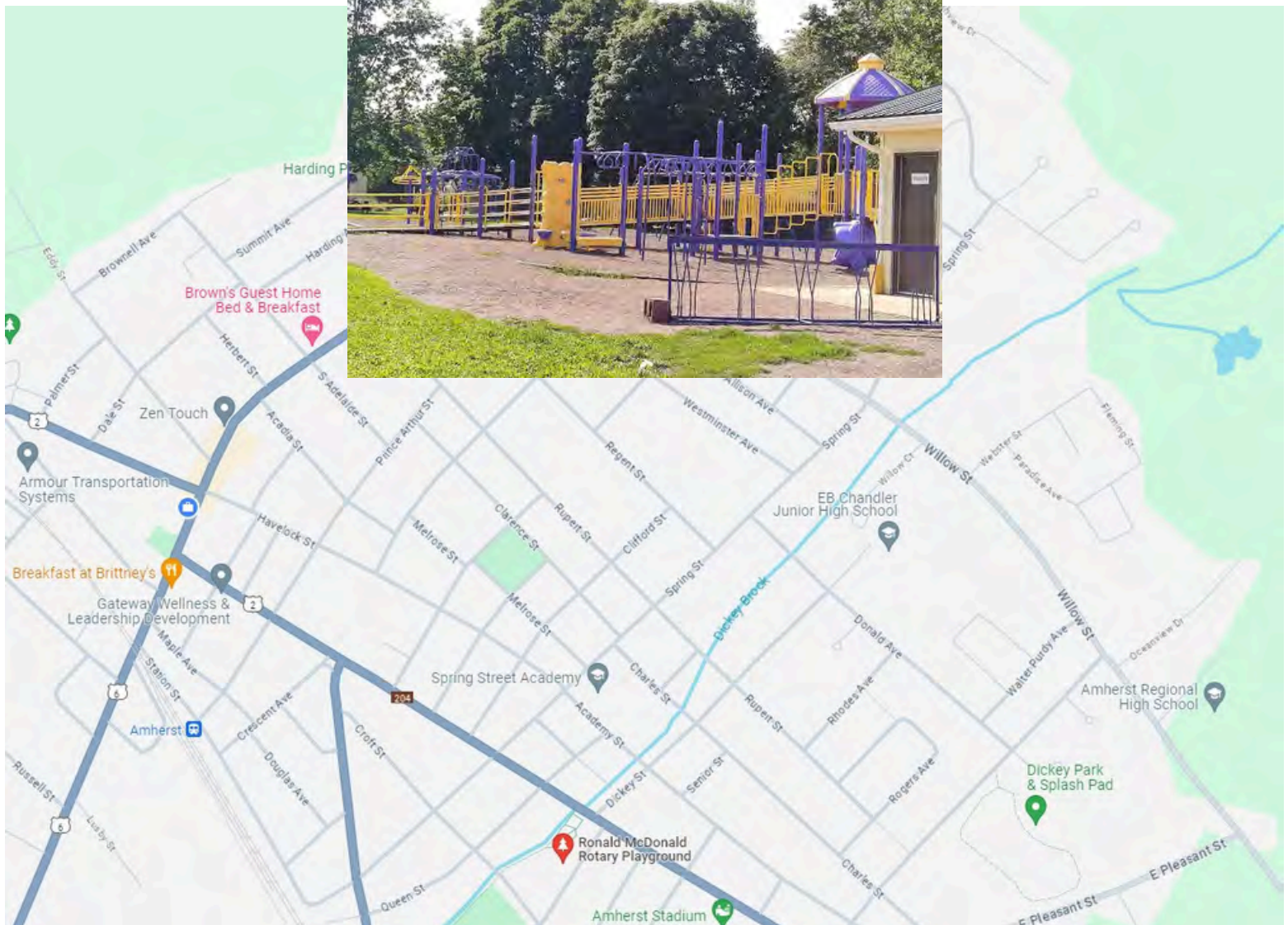
Potential Locations

Lions Park Address: 40 Hickman St Amherst

Size of lot: 10,000 Sq Ft

Partnership with the Lions Club

Other amenities: Tennis Court, Splash Pad, Walking Track, Bathrooms



Fundraising Initiatives

A Fundraising Committee could be formed to develop a funding strategy that includes fund sources such as grants, fundraising initiatives, potential in-kind donations, a communications plan and a call for volunteers.



Fundraising through Potential Funders: Major Donor Groups

- A.** Sponsorships (corporate/local business): Kia, Chrysler, Honda, Ford, Dodge, Walmart, Superstore, Sobeys, Kent, Canadian tire, GFS, Wonderbrand, Waldale, IMP, Bridge Adult Service Centre
- B.** In-Kind contributions (corporate/local business): Casey Concrete
- C.** Institutional Sponsorships: NSCC, CIBC, TD
- D.** Sponsorships beyond the playground: design and building of facilities and amenities around playground-accessible washrooms, picnic areas) considers also finding partners to sponsor necessary servicing and maintenance and programming
- E.** Challenge and Matching Initiatives

Fundraising through Events:

- A.** Engage civic pride, involve institutional and or local champions
- B.** Telemarketing online phone, email and or mail campaigns
- C.** Social media Re: therecessproject on Instagram (set up a gofundme)
- D.** Patronage of pieces programs
- E.** Permanent recognition of donations: buy a brick campaign/ buy a tile campaign
- F.** Participatory fundraising: bake sale, chili cook-off, bingo night, used book sale, walk-a-thon, car wash, sports tournament, and silent or live auction
- G.** Bridge Adult Service Centre (Disability Pride)
- H.** Individual Giving: Donations

Playground Grants



Yearly Grants

These grants are open yearly from January to May or have multiple intake periods.

Grant	Description	Amount	Contact
Community Access-Ability Program	The Provincial Government invests up to two thirds of the costs of accessibility improvements, with the applicant responsible for one third of the project's funding.	Two thirds of eligible costs Max of \$50,000	Courtney Nicholson Patriquin
Recreation Facility Development Grant	For large scale projects that take several years to complete. Applicants must submit a multiyear development plan and outline the phases of development. May reapply for funding each year during the life of the project but does not guarantee funding.	75% of Total Project Costs	Courtney Nicholson Patriquin
Kal's Replay Fund	Provides grants to help cover the cost of recycled rubber products made from used tires in Canada. Fund created to enhance community facilities with durable recycled rubber products for playground surfaces.	\$18,000-\$20,000	
Canada Post Community Foundation	For small municipalities to go towards playground equipment	Max \$50,000	
TD Environmental Foundation Grant	For natural play components		
Canadian Jumpstart Programming Support	To develop sports and recreational programming, such as playgrounds	\$50,000 dispursed in two intervals	

Review Grants These grants require further review.

Grant	Description	Amount	Contact
EAF Small Projects Component	<p>Project examples may include:</p> <ul style="list-style-type: none"> • building ramps, accessible doors, and accessible washrooms • installing screen reader devices and hearing loop systems • constructing a universally designed office • creating an accessible playground 	Up to \$200,000	Check website and sign up for notifications.
Active Communities Fund	Apply for pieces of playground equipment	\$25,000	Courtney Nicholson Patriquin
CFCC AgriSpirit Fund	For communities with less than 150,000 people		Complete form on website to receive updates
Sport Nova Scotia	Community Sport Organization EDIA Funding. Can possibly support with equipment and signage.		Connect with Chelsey Bray cbray@sportnovascotia.ca
Canada Community Building Fund	Eligible projects under this category include: playgrounds in a public park	Funds would be distributed twice a year	Need a login to apply. Connect for more information 416-971-9856 or ccbf@amo.on.ca

Projected Budget



What's Needed in Amherst?

The following playground features were highlighted in the Accessible Playground Survey

Accessible swings/slides for different ages/sizes	Accessible Washrooms
Fencing	Accessible Seating
Wheelchair accessible equipment	Accessible Walkways
Sensory equipment: A water table that the wheelchair can fit in to	Accessible Signage
A texture table	Lighting
Rubber Flooring	Security (cameras)
Natural Play Area	Accessible Parking

Council has approved \$200,000 in the Town's Capital Budget

Medium-Large Playground

Building a playground from scratch

Considerations not included:
 Additional Wheelchair Accessible
 Equipment, Fencing, Sensory
 Equipment, Flooring, Natural
 Play Area, Accessible Seating,
 Shade and Shelter components,
 Ramps, Bridges and Platforms

Design Feature	Funding Needed
Cantilever Swings	\$2658.95 (Discount)
Brava Universal Swing	\$8,643 (Burke)
Accessible slides	\$10-\$15,000 (Burke)
Accessible Washrooms	\$300,000
Novo Combo Table	\$3,083 (each: burke)
Accessible Walkways	Dependent on space \$15-\$20,000
Accessible Signage	\$2000
Security (cameras)	\$5,000
Lighting	\$10-20,000
Accessible Parking	\$10,000 (10 CAR SPACE)
SUB TOTAL OF FUNDING	\$386,384.95

Medium-Large Playground

Example Budget with Burke Design A

Considerations not included:
Fencing, Sensory Equipment, Natural Play Area, Accessible Seating, Shade and Shelter components

Design Feature	Funding Needed
Burke Design A	\$88,073.00
7/8 feet cantilever swing	\$2658.95 (discount)
Accessible swings (nest swing)	\$1906.95 (Discount)
Brava Universal Swing	\$8,643 (Burke)
Accessible slides	\$10-\$15,000 (Burke)
Accessible Washrooms	\$300,000
Novo Combo Table	\$3,083 (each: burke)
Accessible Walkways	Dependent on space \$15-\$20,000
Accessible Signage	\$2000
Lighting	\$10-20,000
Security (cameras)	\$5,000
Accessible Parking	\$10,000 (10 CAR SPACE)
SUB TOTAL OF FUNDING	\$476,364.90



COMMITTEE OF THE WHOLE

CDR# 2025080

Date: June 16, 2025

TO: Mayor Small and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: June 16, 2025

SUBJECT: Territorial Acknowledgement Policy

ORIGIN: Strategic Priorities Session Points to Capture

LEGISLATIVE AUTHORITY: MGA 47 (1) The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

RECOMMENDATION: That Council forward to the June 23, 2025 regular meeting approval of the amendments to the Territorial Acknowledgement Policy.

BACKGROUND: The Town of Amherst created the Territorial Acknowledgement Policy on May 23, 2023. During the Council strategic priority sessions in November questions were raised by Council as to whether the policy and statement should be reviewed and updated.

DISCUSSION: Through the collaborative work of the newly formed Accessibility, Inclusion, Diversity and Equity Committee the current policy and statement was reviewed. At their meeting on May 28, 2025 the following motion was passed to update the territorial acknowledgement to remove the words the Indigenous Blacks of Nova Scotia and replace it with the people of African descent.

That the Accessibility, Inclusion, Diversity, Equity Committee recommend that Council amend the Territorial Acknowledgement Policy to read:

“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people, the people of African descent whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people.”

FINANCIAL IMPLICATIONS: None

SOCIAL JUSTICE IMPLICATIONS: Approving this policy amendment shows the continual efforts by the Town of Amherst to improve all aspects of Inclusion, Diversity and Equity in all our functions.



ENVIRONMENTAL IMPLICATIONS: There are no environmental implications to this decision.

COMMUNITY ENGAGEMENT: AIDE Committee

ALTERNATIVES: 1) Defer to next month
2) Not approve the policy amendment as recommended

ATTACHMENTS: Amended Territorial Acknowledgement Policy.

TITLE: Territorial Land Acknowledgement
SECTION: Executive Office
POLICY NO: 10530-33

APPROVAL DATE: _____ **CAO Signature:** _____

PURPOSE

This policy will provide a corporate Territorial Acknowledgement and an overview of when it should be used relative to Town of Amherst committee meetings and events.

POLICY

The Territorial Acknowledgement will be placed on the agenda following the Call to Order of all Town of Amherst Council and Committee meetings agendas.

The Territorial Acknowledgement will also be read at Town of Amherst events where the public is being formally addressed.

The Town of Amherst Territorial Acknowledgement will read as follows:

*“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people, **the people of African descent** ~~These are the Indigenous Blacks of Nova Scotia~~ whose legacy and contributions date back over 400 years predating confederation of this land. We are all treaty people.”*

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Clerk	Ensure policy is kept up to date and added to all Committee meeting agenda templates.
All Staff	Ensure the Territorial Acknowledgement is made at any events where the public is formally addressed.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Clerk, LeBlanc	Council	May 23, 2023
Remove Indigenous Blacks of Nova Scotia and replace with the people of African descent	Clerk, LeBlanc	Council	

Minutes Reference Date: May 23, 2023

TO: Mayor Small and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: June 16, 2025

SUBJECT: Ice Allocation Policy Review

ORIGIN: A complete policy and bylaw review is a one of Council's strategic priorities.

LEGISLATIVE AUTHORITY: MGA sections 47 and 48 authorize council to make, amend and repeal bylaws and policies.

RECOMMENDATION: That Council forward to the June 23, 2025 regular meeting, approval of the amendments to the Ice Allocation Policy (72300-09).

BACKGROUND: This policy was originally approved by Council in 2016 and was directly related to the introduction of the no-fee ice program for our youth. The main purpose of the policy now is to set consistent guidelines to ensure a fair and equitable distribution of ice time for all user groups.

DISCUSSION: Upon review of the policy, staff are recommending several revisions to the existing policy, additions to the policy are highlighted in **yellow** and deletions are highlighted in **green**.

The proposed changes include;

- Moving the policy over to the new template and adding the roles and responsibilities section.
- Reference to Department of Recreation changed to Facility Manager or Town of Amherst.
- Added a section for definitions to the policy.
- Removed language that is already included in the User Fee Policy.
- Removed all references to the 2016/17 and 2017/18 ice season.
- Revised the dates in the ice allocation process to be in line with actual practice.
- Removed section on health and safety.
- Added the exemptions to the User Fee Policy.
- Minor housekeeping and grammatical revisions.

FINANCIAL IMPLICATIONS: There are no financial implications associated with the proposed policy revisions.





COMMITTEE OF THE WHOLE

CDR# 2025078

Date: June 16, 2025

SOCIAL JUSTICE IMPLICATIONS: The no fee ice provided by the Town helps to reduce registration costs for the Amherst Skating Club and Cumberland County Minor Hockey.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

COMMUNITY ENGAGEMENT: There is no community engagement required at this time.

ALTERNATIVES: Do not approve the changes to the policy or direct staff to make additional revisions.

ATTACHMENTS: Ice Allocation Policy 72300-09 MARK UP and PROPOSED Policy.



TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

APPROVAL DATE: _____ **CAO Signature:** _____

PURPOSE:

The purpose of the ice allocation policy is to provide a set of consistent guidelines for ensuring fair and equitable ice time that allows optional facility utilization.

This policy applies to all ice user groups who use the Amherst Stadium.

DEFINITIONS:

“Community groups” means a not-for-profit organization that offers programs and services that meet the needs of the community.

“Skating Clubs” means groups affiliated with Skate Nova Scotia and/or Skate Canada.

“User group” means community groups, Skating Clubs, Minor Hockey Associations, private, recreational, and schools.

“Minor Hockey Association” means groups affiliated with Cumberland County Minor Hockey Association (CCMHA), groups affiliated with another minor hockey association, or groups affiliated with Hockey Nova Scotia and/or Hockey Canada.

“Private” means a group or individual requesting for a privately run program or service that is for profit.

“Recreational” means a group or individual participating for recreational and/or leisure purposes in an unstructured program for personal satisfaction. This includes groups such as Pick Up Hockey, Cross Border Women’s Hockey, and Nova Scotia Community College Hockey.

“Schools” means any school within the jurisdiction of Cumberland County.

POLICY STATEMENT:

1. Operating Season

As the general guideline, the length of the ice season will be from September 1st until April 15th. The length of the season will be determined annually by the Town of Amherst in consultation with local user groups. All user groups that rent ice on a regular basis will be invited to an annual user group meeting. **The ice season will be based on the following criteria in no specific order.**

- **Local ice user demand**

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

- Cost effectiveness/best practices
- Equipment facility requirements
- Availability of staff

Variation of hours and season extensions will be considered based upon

- Availability of staff
- Local ice user demand
- Cost of operation
- Equipment / facility requirements

Season extensions may require a universal hourly rate due to increased costs of operations.

The Stadium will be closed for regular operations on:

- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- New Year's Day
- Heritage Day
- Good Friday
- Easter Sunday

2. Prime Time Designation

Prime time is considered to be

- 5:00 pm – Midnight (Monday – Friday)
- 7:00 am – 12 am (Saturday & Sunday)
- 7:00 am – 12 am Statutory Holidays (if applicable)

3. Nonprime Time Designation

Nonprime time is considered 7:00 am – 5:00 pm weekdays

4. Rates and Fees

Rates and fees are set out in the Town's User Fees Policy, 03470-03 and are reviewed annually.

Exemptions to the rates in the Town's user Fee Policy;

- CCMHA – 270 hours free, all other rentals charged at the Youth Time rate

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

- Amherst Skating Club – 200 hours free, all other rentals charged at the Youth Time rate
- Community Groups – No Charge
- Schools – No Charge
- Tournaments & Special Events affiliated with CCMH or ASC – No Charge

For the 2016-17 ice season, fees for youth ice rental (age 18 and under) will be waived. This includes waiving of ice rental fees for Amherst Skating Club and Cumberland County Minor Hockey Association. The intent of this pilot is that the organizations are expected to pass the equivalent ice cost savings to their members, resulting in reduced registration fees.

5. Ice Allocation Guidelines

The Town of Amherst (The Town) reserves the right to allocate ice time to maximize the rental of available ice time in order to increase the sustainability of the Stadium.

It is recognized that it is advantageous to maintain a reasonable amount of consistency with ice time scheduling from year to year therefore; consideration shall be given to the allocation of ice time based on the previous year as well as demand.

Using the two major youth users as examples, Cumberland County Minor Hockey Association (CCMHA) and Amherst Skating Club (ASC), each organization will be provided the same number of hours they used in the 2015-16 season. For additional requests for ice use beyond the previous year's rentals, in order to divide ice requests in a fair and equitable manner, ice will be allocated based upon the organization's percentage of weekly ice time used in 2015-16. For example: CCMHA averaged two times the hours per week in 2015-16 that ASC averaged. Therefore, CCMHA would receive two additional hours for every one additional hour that ASC receives, if requested.

Ice time is not guaranteed to any user until a final schedule is received and approved by the Facilities Manager.

6. Ice Allocation Process

Ice allocation timeline (to be used as a guideline; actual date will vary from year to year.)

For the 2016-17 pilot ice season only, where rental fees are waived for youth (18 and under), the following dates will apply:

- August 16, 2016 — "Ice Requests" are due by previous ice season user groups. Requests are to include regular ice schedule and special event schedule.

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

- ~~August 22, 2016 – Draft schedule is sent to previous ice user groups with meeting date reminder.~~
- ~~August 31, 2016 – User group meeting facilitated by the Recreation Department to discuss proposed ice schedules and special events.~~
- ~~September 2, 2016 – Revisions to drafts completed and tentative schedule released.~~
- ~~September 6, 2016 – User groups may cancel up to 15% of these ice times due to lower registration numbers. The provision for additional time after September 1 shall only be for ice time not under contract to other users.~~

~~For the 2017-18 ice season and beyond, the following time line will be in effect:~~

- ~~March 1~~ **May 31** – ice rental packages sent to previous ice season user groups. Ice rental packages include “ice request forms” “Ice start dates” and upcoming “meeting dates”
- ~~May 30~~ **July 1** – “Ice Requests” are due by previous ice season user groups. Requests are to include regular ice schedule and special event schedule.
- ~~June 30~~ **July 10** – Draft schedule is sent to previous ice user groups with meeting date reminder.
- July 15 – User group meeting facilitated by the Recreation Department to discuss proposed ice schedules and special events.
- ~~July 30~~ **August 10** – Revisions to drafts completed and tentative.
- ~~September 1 – User groups may cancel up to 15% of these ice times due to lower registration numbers. The provision for additional time after September 1 shall only be for ice time not under contract to other users.~~

7. Ice Re-Allocation

The ~~Recreation Department~~ **Town** reserves the right to re-allocate ice time in the event of cancellations.

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

8. Special Events and Tournaments

Special event and tournament requests must be submitted at the same time as regular ice requests

9. General ice and Facility Management

A. Ice flood schedules

~~All ice booked consists of a 60-minute hour.~~ 15 minutes is allocated for normal resurfacing. ~~Resurfacing will occur when ice time is complete unless otherwise requested by the user.~~

~~Where groups have several consecutive hours of ice rental, the ice is considered a block. Resurfacing time is considered part of the block.~~

Resurfacing schedule is at the sole discretion of the ~~Recreation Department~~ **Town** and the Stadium Attendant to ensure safe ice conditions. The decision to resurface the ice at any time is the sole discretion of the Stadium Attendant. No persons are allowed on the ice until ice resurfacing machine and all Stadium employees have left the ice surface and the doors have been closed.

B. Dressing Room

The ~~Recreation Department~~ **Facility Manager** and Stadium Attendant reserve the right to allocate dressing rooms based on the number of participants and/or teams using the ice and other uses occurring in the Stadium.

Any damages are to be reported to the ~~Recreation Department~~ **Facility Manage** or designate.

Dressing rooms will be available 30 minutes prior to scheduled agreement times and shall be vacated within 30 minutes of the expiration of the agreement time

C. Alcohol & Tobacco & Smoke Free

Users shall comply with ~~all provincial laws, and applicable Town Policies / Bylaws related to the consumption or use of Tabacco & Alcohol. the provisions of the municipal alcohol and smoke free places policies and by laws where applicable.~~

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

Alcohol beverages are strictly prohibited on the premises including dressing rooms, spectator areas, and the parking lot. Exception to the policy can apply through licensing approvals of the **NSLC, Nova Scotia Alcohol & Gaming**.

Tobacco **and Cannabis** use of any kind is strictly prohibited, including e-cigarettes **(vaping)**. A designated smoking area in the outside parking lot will be made available.

~~Persons or organizations using the Stadium shall not conduct themselves in a disorderly manner including the possession of illegal drugs, illegal alcohol consumption, use of foul language, misuse of facility or other illegal activity. Should there be any contravention of the above noted conditions, the ice rental contract becomes null or void and the user shall pay the Town of Amherst for cleanup and/or repairs. The user shall be subject to an administrative review which may include the revocation of ice privileges without refund.~~

10. Curfew Ice

During special events and seasonal playoffs, all efforts will be made to maintain the Stadium's regular ice schedule. However, should a game run over its scheduled time, the subsequent users will have their time adjusted accordingly. Users will be charged for extra time at the policy rate in effect at the time.

11. New Organization or Emerging Sport

When reasonable, the **Recreation Department Town** will recognize a new organization or emerging ice sport and will make reasonable effort to allocate ice time to enable establishment of its programs and services. Recognition and ice allocation will occur once the conditions and criteria outlined in the policy are met and existing users are not adversely impacted. New organizations/programs will be accommodated only to provide for and meet community needs and Stadium sustainability.

12. Operating Stadium Outside of Standard Hours

The opening of the Stadium during times when it is closed, or beyond established operating hours may be considered if the applicant agrees to pay full operational costs for opening and pending staff availability. Application does not guarantee approval.

13. General Administration

1. Application

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

All applicants and users must submit all requests for ice time applications, amendments and cancellations on ~~Recreation Department~~ **Town** approved forms.

The ~~Recreation Department~~ **Town** reserves the right to reject applications and requests from users submitting forms which are incomplete or contain incorrect information.

2. Ice Allocation and Management Policy Review

The ice allocation policy shall be reviewed on a ~~biannual~~ **regular** basis.

3. Payment of Ice

As a general principal payment for ice time shall be made at the time of booking or in advance of usage.

User groups making commitment for ice time in advance of the season, in accordance with the ice allocation policy, shall be invoiced ~~on a~~ **monthly basis** provided a signed contract is executed, ~~or otherwise as agreed to in the contract.~~

User groups booking ice on a semi-regular basis throughout the season may be invoiced on a weekly basis at the discretion of the ~~Town Recreation Department~~ **Town Recreation Department**. The ~~Town Recreation Department~~ **Department** reserves the right to cancel and reallocate ice time due to delinquent accounts.

The nonpayment of invoices ~~issued~~ or repetitive late payments may result in the denial of future rentals, ~~or advance payment, at the discretion of the CAO.~~

4. Damages

The user shall be responsible for any damage incurred to the premises or property of the Town as a result of any act or omission of the applicant or the group named or their members. Damages which occur to the Stadium facility shall be the responsibility of the group or individual who signs the rental agreement.

5. Cancellation

The ~~Town Recreation Department~~ **Town Recreation Department** requires five days' written notice for all cancellations, addressed to Recreation Department schedule or designate.

The ~~Town Recreation Department~~ **Town Recreation Department** may accept cancellations of ice time in the event that the vacant time slot can be filled. Should ice time not be filled, the user shall be held responsible for the payment of the rental.

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

In the case of inclement weather, the ~~Town Recreation Department~~ reserves the right to waive the cancellation requirements at its discretion.

The ~~Town Recreation Department~~ reserves the right to cancel any rental agreement upon notice to the user should the facility be required for emergency purposes.

The ~~Town Recreation Department~~ shall not be held responsible for any failure in supplying ice time due to circumstances beyond its control.

6. Sublet

The user shall not sublet or render to others the facility without written authorization from the ~~Town Recreation Department~~.

~~7. Health and Safety~~

~~The Recreation Department strongly recommends that CSA approved safety equipment including head, eye and facial protection to be worn by all participants. The user shall advise their participants to wear such protection. The user shall have available an adequate first aid kit.~~

8. Insurance Requirements for all Ice Users

The organization shall provide certificates of insurance evidencing the coverage as required to the ~~Town Recreation Department~~. Upon expiry, documents of renewed coverage are again to be provided and the organization will make policies available to the Town for review and in the event of claim.

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

SCHEDULE A

Ice Rental Agreement

Renters Name: _____

Regular Season Ice Allocations:

Regular Day:

<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>

Amount of Rental Fee: Per Hour (Plus HST and any applicable taxes)

Please note that schedules may be adjusted to accommodate tournaments etc. You will be advised as soon as possible, if this is necessary.

Payment is due in full prior to designated ice time.

Note: Facility users are advised that the Town of Amherst reserves the right to pre-empt and/or cancel regularly scheduled activities.

Private rentals are not permitted to charge unless authorized by the Town of Amherst.

Facility User is responsible for the above charge, unless notice of cancellation has been given in advance (five days).

Signed: _____

Date: _____

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

SCHEDULE B
STADIUM RENTAL AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20_____

BETWEEN **THE TOWN OF AMHERST**, a body corporate having its Head Office at Amherst in the County of Cumberland and the Province of Nova Scotia (hereinafter called the “Town”)

OF THE FIRST PART

- and -

(hereinafter called the “Applicant”),

OF THE SECOND PART

WITNESSETH that in consideration of the Agreements hereinafter set forth, the Town hereby grants to the Applicant the right to use a portion of the building known as the “Amherst Stadium” located at 185 Church St., Amherst, NS (hereinafter referred to as the “premises”) on the days and for the times and purposes set forth herein, and the Applicant covenants and agrees to accept and use the said premises in the manner aforesaid subject to the covenants and agreements hereinafter set forth.

1. Definitions

In this agreement, the following words shall have the meanings set out hereunder.

“Ice time” means the time designated in **Agreement A between _____ and the Town of Amherst** that the Applicant has exclusive rights to use the ice surface of the premises during each week of the season as defined in this agreement.

“Season” means the days during the terms of this Agreement that the Town in its sole discretion has and maintains an ice surface in the premises.

“Special event” means an opportunity or an event which the Town, in its sole discretion, requires the use of the premises for itself or any other person, organization, association or corporation in priority to the Applicant.

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

2. Rental of Ice Time

The Town agrees to rent to the Applicant ice time in the premises during the season at the hourly rate and at the time(s) described in Agreement, attached hereto.

3. Rental Fees

The Applicant covenants and agrees to pay to the town the total rental fee described in Agreement attached hereto at the times described therein as consideration for the rental of the premises.

4. Rights of Town on default

- (a) In the event that the Applicant shall default in making any of the payments described in Agreement the Town may at its option pursue any one or more of the following remedies:
- (i) immediately, upon such default, terminate this Agreement by written or oral notice to the Applicant; or
 - (ii) refuse to deliver possession of the premises until all of the payments have been made as described heretofore; or
 - (iii) re-let the premises for all or part of the times provided in Agreement
- (b) If this Agreement is terminated by the Town by reason of the Applicant's breach of any of the terms thereof, the Town shall not be obligated to refund or credit the Applicant for monies paid hereunder in advance and the Applicant shall be deemed to have forfeited any monies paid hereunder in advance.

5. Town's right to re-let or re-assign or cancel

Notwithstanding anything contained herein, the Town, at its option, may re-let the premises (in whole or in part), re-assign the ice time (in whole or in part), cancel ice time or upon written notice to the Applicant, terminate this Agreement, at any time without any obligation or liability to the Applicant excepting the obligation to refund the Applicant for any monies paid hereunder in advance.

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

6. Assignment, etc.

The Applicant covenants with the Town that the Applicant will not assign this Agreement or part There of or share the possession of the premises or any part thereof without the consent of the Town in writing and such consent may be unreasonably withheld.

7. Injuries, damages, etc.

The Town shall not be responsible in any way for any injury to any person, including death, or for any loss of or damage to any property belonging to the Applicant or invitees or licensees of the Applicant while such person or property is in or about the premises during the days and times set forth in Agreement including (without limiting the foregoing) any loss of or damage to any such property caused by theft or breakage, or by steam, water, rain or snow which may leak into, issue or flow from any part of the premises or any loss or damages caused by attributable to the condition or arrangement of any electrical or other wiring, heating or air conditioning equipment, notwithstanding that such injury, death, loss or damage be caused by defects in the building and equipment. The Applicant covenants to indemnify the Town against all loss, costs, claims, or demands in respect to any injuries, loss or damages referred to in this paragraph.

8. Termination caused by fire, strike or other cause

In any case the premises or any part thereof shall be destroyed or damaged by fire or any other cause, or if any other casualty, strike, lockout or unforeseen occurrence shall render the fulfilment of this Agreement by the Town impossible, then and thereupon this Agreement shall terminate and the Applicant shall pay rent for the premises only up to the time of such termination, and at the rate herein specified, and the Applicant hereby waives any claim for damages or compensation should this Agreement be so terminated.

9. Removal of effects

The Town reserves the right to remove from the premises all effects remaining in the premises after the time specified in Agreement at the expense of the Applicant or to charge \$10.00 per day for after the date specified on any property remaining in the premises.

10. Damage to building

If the premises or any portion of the building during the term of this Agreement shall be damaged by the act, default or negligence of the Applicant , or of the Applicant's agents,

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
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employees, patrons, guests, or any person admitted to the premises by the Applicant, the Applicant shall pay to the Town, upon demand such sum as shall be necessary to restore the premises to the condition that existed prior to the occurrence of such damage. The Applicant hereby assumes full responsibility for the character, acts and conduct of all persons admitted to the premises or to any portion of the building by the consent of the applicant or by or with the consent of any person acting for or on behalf of the Applicant.

11. Right to eject persons

The Town reserves the right to eject an objectionable person or persons from the building and upon exercise of this authority through the employees of the Town, agents or policemen, the Applicant hereby waives any right and all claims for damages.

12. Increase of insurance

The Applicant shall not do or permit to be done anything in or upon any portion of the premises or bring or keep anything therein or thereupon which will in any way conflict with the conditions of any insurance policy upon the premises or any part thereof, or in any way increase any rate of insurance upon the building or property therein, and if any insurance rate shall be increased as aforesaid the Applicant shall forthwith, on demand, pay to the town the amount by which the insurance premiums shall be so increased.

13. Concurrent uses

The Town reserves the right to rent other parts of the premises (excluding the ice surface) at the same time as the rental of the premises to the applicant and the use of the lobby, vestibules, hallways, box offices, lounges and other public rooms and facilities that may be made available to the Applicant in the discretion of the Town shall be concurrent with the use by such others as the Town may determine; PROVIDED that such renting to others shall not unreasonably interfere with the use of the premises by the Applicant. The Applicant understands and acknowledges that the

Applicant has no rights whatsoever to enter or use the areas in the building comprising the administrative offices of the Town, the mechanical rooms or any other areas specified by the Town except for the storage room used by the applicant known as the Minor Hockey Storage Room. This storage room will be made available to the applicant on an annual basis at the discretion of the Town and subject to a written request from the applicant at the time of signing this agreement.

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

14. Interpretation

Unless the contrary intention appears the words “Town” and “Applicant” shall mean respectively “Town, its successors and/or assigns” and if there is more than one Applicant or the Applicant is a female person this Agreement shall be read with all grammatical changes appropriate by reason thereof and all covenants and liabilities and obligations shall be joint and several.

15. Miscellaneous

- a) The Town may establish rules and regulations, from time to time, which shall be deemed, when receipt thereof is acknowledged in writing by the Applicant, to form part of this Agreement.
- b) All persons using the premises with the Applicant or under the Applicant’s authority shall leave the ice surface upon the expiration of the ice time described in Agreement and vacate the premises no later than 30 minutes after the expiration of said time.
- c) The execution of this Agreement shall not in any way oblige the Town to execute a similar Agreement for the following or any other season and the Applicant shall not acquire any rights or privileges as a result thereof except as herein provided.
- d) At no time will the applicant be allowed to erect advertising, cause to have advertising displayed or erected anywhere on the premises without the written approval of the Town first obtained.
- e) The Tenant shall not, within the Stadium or in the Stadium parking lot, sell or offer for sale any goods, confectionery, soft drinks, wares or merchandise whatsoever without the permission of the Town first obtained in writing.

16. Insurance

The applicant shall supply to the Town of Amherst documentation of all insurance carried by the Association.

The Applicant covenants that he will place, maintain and keep in force, during the term of this Agreement, public liability insurance of \$1,000,000.00 Certificate of such coverage shall be furnished to the Town prior to the Applicant making use of said premises.

17. Commencement and Duration

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

This Agreement shall come into effect at the beginning of the season and continue until the end of the season.

18. Termination

This Agreement shall automatically terminate upon the following events:

- a) upon default by the Applicant of any of the terms hereof; or
- b) upon the Town's discretion pursuant to section paragraph 5 hereof; or
- c) upon the events described in section paragraph 8 hereof; or
- d) at the end of the season.

IN WITNESS WHEREOF the parties hereto have hereunto set their respective corporate seals duly attested by the signatures of their respective properly authorized officers as of the day and year first above written.

SIGNED, SEALED AND DELIVERED

TOWN OF AMHERST

(name)

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
		Council	

Minutes reference date: August 9, 2016

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

APPROVAL DATE: _____ **CAO Signature:** _____

PURPOSE:

The purpose of the ice allocation policy is to provide a set of consistent guidelines for ensuring fair and equitable ice time that allows optional facility utilization.

This policy applies to all ice user groups who use the Amherst Stadium.

DEFINITIONS:

“Community groups” means a not-for-profit organization that offers programs and services that meet the needs of the community.

“Skating Clubs” means groups affiliated with Skate Nova Scotia and/or Skate Canada.

“User group” means community groups, Skating Clubs, Minor Hockey Associations, private, recreational, and schools.

“Minor Hockey Association” means groups affiliated with Cumberland County Minor Hockey Association (CCMHA), groups affiliated with another minor hockey association, or groups affiliated with Hockey Nova Scotia and/or Hockey Canada.

“Private” means a group or individual requesting for a privately run program or service that is for profit.

“Recreational” means a group or individual participating for recreational and/or leisure purposes in an unstructured program for personal satisfaction. This includes groups such as Pick Up Hockey, Cross Border Women’s Hockey, and Nova Scotia Community College Hockey.

“Schools” means any school within the jurisdiction of Cumberland County.

POLICY STATEMENT:

1. Operating Season

As the general guideline, the length of the ice season will be from September 1st until April 15th. The length of the season will be determined annually by the Town of Amherst in consultation with local user groups. All user groups that rent ice on a regular basis will be invited to an annual user group meeting.

TITLE: ICE ALLOCATION POLICY
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POLICY NO: 72300-09

The Stadium will be closed for regular operations on:

- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- New Year's Day
- Heritage Day
- Good Friday
- Easter Sunday

2. Rates and Fees

Rates and fees are set out in the Town's User Fees Policy, 03470-03 and are reviewed annually.

Exemptions to the rates in the Town's user Fee Policy;

- CCMHA – 270 hours free, all other rentals charged at the Youth Time rate
- Amherst Skating Club – 200 hours free, all other rentals charged at the Youth Time rate
- Community Groups – No Charge
- Schools – No Charge
- Tournaments & Special Events affiliated with CCMH or ASC – No Charge

3. Ice Allocation Guidelines

The Town of Amherst (The Town) reserves the right to allocate ice time to maximize the rental of available ice time in order to increase the sustainability of the Stadium.

It is recognized that it is advantageous to maintain a reasonable amount of consistency with ice time scheduling from year to year therefore; consideration shall be given to the allocation of ice time based on the previous year as well as demand.

Ice time is not guaranteed to any user until a final schedule is received and approved by the Recreation Department.

4. Ice Allocation Process

Ice allocation timeline (to be used as a guideline; actual date will vary from year to year.)

- May 31 – ice rental packages sent to previous ice season user groups. Ice rental packages include “ice request forms” “Ice start dates” and upcoming “meeting dates”
- July 1 – “Ice Requests” are due by previous ice season user groups. Requests are to include regular ice schedule and special event schedule.

TITLE: ICE ALLOCATION POLICY
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- July 10 – Draft schedule is sent to previous ice user groups with meeting date reminder.
- July 15 – User group meeting facilitated by the Recreation Department to discuss proposed ice schedules and special events.
- August 10 – Revisions to drafts completed and tentative.

5. Ice Re-Allocation

The Town reserves the right to re-allocate ice time in the event of cancellations.

6. Special Events and Tournaments

Special event and tournament requests must be submitted at the same time as regular ice requests

7. General Ice and Facility Management

A. Ice flood schedules

5 minutes is allocated for normal resurfacing. Resurfacing will occur when ice time is complete unless otherwise requested by the user.

Resurfacing schedule is at the sole discretion of the Town and the Stadium Attendant to ensure safe ice conditions. The decision to resurface the ice at any time is the sole discretion of the Stadium Attendant. No persons are allowed on the ice until ice resurfacing machine and all Stadium employees have left the ice surface and the doors have been closed.

B. Dressing Room

The Facility Manager and Stadium Attendant reserve the right to allocate dressing rooms based on the number of participants and/or teams using the ice and other uses occurring in the Stadium.

Any damages are to be reported to the Facility Manager or designate.

TITLE: ICE ALLOCATION POLICY
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Dressing rooms will be available 30 minutes prior to scheduled agreement times and shall be vacated within 30 minutes of the expiration of the agreement time

C. Alcohol & Tobacco

Users shall comply with all provincial laws, and applicable Town Policies / Bylaws related to the consumption or use of Tobacco & Alcohol.

Alcohol beverages are strictly prohibited on the premises including dressing rooms, spectator areas, and the parking lot. Exception to the policy can apply through licensing approvals of the Nova Scotia Alcohol & Gaming.

Tobacco and Cannabis use of any kind is strictly prohibited, including e-cigarettes (vaping). A designated smoking area in the outside parking lot will be made available.

8. Curfew Ice

During special events and seasonal playoffs, all efforts will be made to maintain the Stadium's regular ice schedule. However, should a game run over its scheduled time, the subsequent users will have their time adjusted accordingly. Users will be charged for extra time at the policy rate in effect at the time.

9. New Organization or Emerging Sport

When reasonable, the Town will recognize a new organization or emerging ice sport and will make reasonable effort to allocate ice time to enable establishment of its programs and services. Recognition and ice allocation will occur once the conditions and criteria outlined in the policy are met and existing users are not adversely impacted. New organizations/programs will be accommodated only to provide for and meet community needs and Stadium sustainability.

10. Operating Stadium Outside of Standard Hours

The opening of the Stadium during times when it is closed, or beyond established operating hours may be considered if the applicant agrees to pay full operational costs for opening and pending staff availability. Application does not guarantee approval.

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

11. General Administration

A. Application

All applicants and users must submit all requests for ice time applications, amendments and cancellations on Town approved forms.

The Town reserves the right to reject applications and requests from users submitting forms which are incomplete or contain incorrect information.

B. Ice Allocation and Management Policy Review

The ice allocation policy shall be reviewed on a regular basis.

C. Payment of Ice

As a general principal payment for ice time shall be made at the time of booking or in advance of usage.

User groups making commitment for ice time in advance of the season, in accordance with the ice allocation policy, shall be invoiced monthly provided a signed contract is executed.

User groups booking ice on a semi-regular basis throughout the season may be invoiced on a weekly basis at the discretion of the Town. The Town reserves the right to cancel and reallocate ice time due to delinquent accounts.

The nonpayment of invoices or repetitive late payments may result in the denial of future rentals.

D. Damages

The user shall be responsible for any damage incurred to the premises or property of the Town as a result of any act or omission of the applicant or the group named or their members. Damages which occur to the Stadium facility shall be the responsibility of the group or individual who signs the rental agreement.

E. Cancellation

The Town requires five days' written notice for all cancellations, addressed to Recreation Department schedule or designate.

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

The Town may accept cancellations of ice time in the event that the vacant time slot can be filled. Should ice time not be filled, the user shall be held responsible for the payment of the rental.

In the case of inclement weather, the Town reserves the right to wave the cancellation requirements at its discretion.

The Town reserves the right to cancel any rental agreement upon notice to the user should the facility be required for emergency purposes.

The Town shall not be held responsible for any failure in supplying ice time due to circumstances beyond its control.

F. Sublet

The user shall not sublet or render to others the facility without written authorization from the Town

G. Insurance Requirements for all Ice Users

The organization shall provide certificates of insurance evidencing the coverage as required to the Town. Upon expiry, documents of renewed coverage are again to be provided, and the organization will make policies available to the Town for review and in the event of claim.

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

SCHEDULE A

Ice Rental Agreement

Renters Name: _____

Regular Season Ice Allocations:

Regular Day:

<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>

Amount of Rental Fee: Per Hour (Plus HST and any applicable taxes)

Please note that schedules may be adjusted to accommodate tournaments etc. You will be advised as soon as possible, if this is necessary.

Payment is due in full prior to designated ice time.

Note: Facility users are advised that the Town of Amherst reserves the right to pre-empt and/or cancel regularly scheduled activities.

Private rentals are not permitted to charge unless authorized by the Town of Amherst.

Facility User is responsible for the above charge, unless notice of cancellation has been given in advance (five days).

Signed: _____

Date: _____

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

SCHEDULE B
STADIUM RENTAL AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20_____

BETWEEN **THE TOWN OF AMHERST**, a body corporate having its Head Office at Amherst in the County of Cumberland and the Province of Nova Scotia (hereinafter called the "Town")

OF THE FIRST PART

- and -

(hereinafter called the "Applicant"),

OF THE SECOND PART

WITNESSETH that in consideration of the Agreements hereinafter set forth, the Town hereby grants to the Applicant the right to use a portion of the building known as the "Amherst Stadium" located at 185 Church St., Amherst, NS (hereinafter referred to as the "premises") on the days and for the times and purposes set forth herein, and the Applicant covenants and agrees to accept and use the said premises in the manner aforesaid subject to the covenants and agreements hereinafter set forth.

1. Definitions

In this agreement, the following words shall have the meanings set out hereunder.

"Ice time" means the time designated in **Agreement A between _____ and the Town of Amherst** that the Applicant has exclusive rights to use the ice surface of the premises during each week of the season as defined in this agreement.

"Season" means the days during the terms of this Agreement that the Town in its sole discretion has and maintains an ice surface in the premises.

"Special event" means an opportunity or an event which the Town, in its sole discretion, requires the use of the premises for itself or any other person, organization, association or corporation in priority to the Applicant.

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

2. Rental of Ice Time

The Town agrees to rent to the Applicant ice time in the premises during the season at the hourly rate and at the time(s) described in Agreement, attached hereto.

3. Rental Fees

The Applicant covenants and agrees to pay to the town the total rental fee described in Agreement attached hereto at the times described therein as consideration for the rental of the premises.

4. Rights of Town on default

(a) In the event that the Applicant shall default in making any of the payments described in Agreement the Town may at its option pursue any one or more of the following remedies:

- (i) immediately, upon such default, terminate this Agreement by written or oral notice to the Applicant; or
- (ii) refuse to deliver possession of the premises until all of the payments have been made as described heretofore; or
- (iii) re-let the premises for all or part of the times provided in Agreement

(b) If this Agreement is terminated by the Town by reason of the Applicant's breach of any of the terms thereof, the Town shall not be obligated to refund or credit the Applicant for monies paid hereunder in advance and the Applicant shall be deemed to have forfeited any monies paid hereunder in advance.

5. Town's right to re-let or re-assign or cancel

Notwithstanding anything contained herein, the Town, at its option, may re-let the premises (in whole or in part), re-assign the ice time (in whole or in part), cancel ice time or upon written notice to the Applicant, terminate this Agreement, at any time without any obligation or liability to the Applicant excepting the obligation to refund the Applicant for any monies paid hereunder in advance.

6. Assignment, etc.

The Applicant covenants with the Town that the Applicant will not assign this Agreement or part thereof or share the possession of the premises or any part thereof without the consent of the Town in writing and such consent may be unreasonably withheld.

7. Injuries, damages, etc.

The Town shall not be responsible in any way for any injury to any person, including death, or for any loss of or damage to any property belonging to the Applicant or invitees or

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

licensees of the Applicant while such person or property is in or about the premises during the days and times set forth in Agreement including (without limiting the foregoing) any loss of or damage to any such property caused by theft or breakage, or by steam, water, rain or snow which may leak into, issue or flow from any part of the premises or any loss or damages caused by attributable to the condition or arrangement of any electrical or other wiring, heating or air conditioning equipment, notwithstanding that such injury, death, loss or damage be caused by defects in the building and equipment. The Applicant covenants to indemnify the Town against all loss, costs, claims, or demands in respect to any injuries, loss or damages referred to in this paragraph.

8. Termination caused by fire, strike or other cause

In any case the premises or any part thereof shall be destroyed or damaged by fire or any other cause, or if any other casualty, strike, lockout or unforeseen occurrence shall render the fulfilment of this Agreement by the Town impossible, then and thereupon this Agreement shall terminate and the Applicant shall pay rent for the premises only up to the time of such termination, and at the rate herein specified, and the Applicant hereby waives any claim for damages or compensation should this Agreement be so terminated.

9. Removal of effects

The Town reserves the right to remove from the premises all effects remaining in the premises after the time specified in Agreement at the expense of the Applicant or to charge \$10.00 per day for after the date specified on any property remaining in the premises.

10. Damage to building

If the premises or any portion of the building during the term of this Agreement shall be damaged by the act, default or negligence of the Applicant, or of the Applicant's agents, employees, patrons, guests, or any person admitted to the premises by the Applicant, the Applicant shall pay to the Town, upon demand such sum as shall be necessary to restore the premises to the condition that existed prior to the occurrence of such damage. The Applicant hereby assumes full responsibility for the character, acts and conduct of all persons admitted to the premises or to any portion of the building by the consent of the applicant or by or with the consent of any person acting for or on behalf of the Applicant.

11. Right to eject persons

The Town reserves the right to eject an objectionable person or persons from the building and upon exercise of this authority through the employees of the Town, agents or policemen, the Applicant hereby waives any right and all claims for damages.

12. Increase of insurance

The Applicant shall not do or permit to be done anything in or upon any portion of the premises or bring or keep anything therein or thereupon which will in any way conflict with the conditions of any insurance policy upon the premises or any part thereof, or in any way

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

increase any rate of insurance upon the building or property therein, and if any insurance rate shall be increased as aforesaid the Applicant shall forthwith, on demand, pay to the town the amount by which the insurance premiums shall be so increased.

13. Concurrent uses

The Town reserves the right to rent other parts of the premises (excluding the ice surface) at the same time as the rental of the premises to the applicant and the use of the lobby, vestibules, hallways, box offices, lounges and other public rooms and facilities that may be made available to the Applicant in the discretion of the Town shall be concurrent with the use by such others as the Town may determine; PROVIDED that such renting to others shall not unreasonably interfere with the use of the premises by the Applicant. The Applicant understands and acknowledges that the

Applicant has no rights whatsoever to enter or use the areas in the building compromising the administrative offices of the Town, the mechanical rooms or any other areas specified by the Town except for the storage room used by the applicant known as the Minor Hockey Storage Room. This storage room will be made available to the applicant on an annual basis at the discretion of the Town and subject to a written request from the applicant at the time of signing this agreement.

14. Interpretation

Unless the contrary intention appears the words "Town" and "Applicant" shall mean respectively "Town, its successors and/or assigns" and if there is more than one Applicant or the Applicant is a female person this Agreement shall be read with all grammatical changes appropriate by reason thereof and all covenants and liabilities and obligations shall be joint and several.

15. Miscellaneous

- a) The Town may establish rules and regulations, from time to time, which shall be deemed, when receipt thereof is acknowledged in writing by the Applicant, to form part of this Agreement.
- b) All persons using the premises with the Applicant or under the Applicant's authority shall leave the ice surface upon the expiration of the ice time described in Agreement and vacate the premises no later than 30 minutes after the expiration of said time.
- c) The execution of this Agreement shall not in any way oblige the Town to execute a similar Agreement for the following or any other season and the Applicant shall not acquire any rights or privileges as a result thereof except as herein provided.

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

- d) At no time will the applicant be allowed to erect advertising, cause to have advertising displayed or erected anywhere on the premises without the written approval of the Town first obtained.
- e) The Tenant shall not, within the Stadium or in the Stadium parking lot, sell or offer for sale any goods, confectionery, soft drinks, wares or merchandise whatsoever without the permission of the Town first obtained in writing.

16. Insurance

The applicant shall supply to the Town of Amherst documentation of all insurance carried by the Association.

The Applicant covenants that he will place, maintain and keep in force, during the term of this Agreement, public liability insurance of \$1,000,000.00 Certificate of such coverage shall be furnished to the Town prior to the Applicant making use of said premises.

17. Commencement and Duration

This Agreement shall come into effect at the beginning of the season and continue until the end of the season.

18. Termination

This Agreement shall automatically terminate upon the following events:

- a) upon default by the Applicant of any of the terms hereof; or
- b) upon the Town's discretion pursuant to section 5 hereof; or
- c) upon the events described in section 8 hereof; or
- d) at the end of the season.

IN WITNESS WHEREOF the parties hereto have hereunto set their respective corporate seals duly attested by the signatures of their respective properly authorized officers as of the day and year first above written.

SIGNED, SEALED AND DELIVERED

TOWN OF AMHERST

(name)

TITLE: ICE ALLOCATION POLICY
SECTION: RECREATION
POLICY NO: 72300-09

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	Responsible for ensuring that the policy is reviewed regularly for relevancy.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<ul style="list-style-type: none"> Moving the policy over to the new template and adding the roles and responsibilities section. Reference to Department of Recreation changed to Facility Manager or Town of Amherst. Added a section for definitions to the policy. Removed language that is already included in the User Fee Policy. Removed all references to the 2016/17 and 2017/18 ice season. Revised the dates in the ice allocation process to be in line with actual practice. Removed section on health and safety. Added the exemptions to the User Fee Policy. Minor housekeeping and grammatical revisions. 		Council	

Minutes reference date: August 9, 2016

TO: Mayor Small and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: June 16, 2025

SUBJECT: Sign Rental Policy Review

ORIGIN: A complete policy and bylaw review is a one of Council's strategic priorities.

LEGISLATIVE AUTHORITY: MGA sections 47 and 48 authorize council to make, amend and repeal bylaws and policies.

RECOMMENDATION: That Council forward to the June 23, 2025 regular meeting, approval of the amendments to the Sign Rental Policy (72300-08).

BACKGROUND: This policy was originally approved by Council in 2003 and last updated in 2014. The purpose of the policy is to provide an opportunity for the Town, Cumberland County Minor Hockey Association, Amherst Skating Club, Amherst Jr. "A" Ramblers Hockey Team, and other tenants of the stadium to raise money by selling advertising in the Amherst Stadium.

In general, all advertising sales are billed and collected by the Town. The accounts are typically reconciled in the fall and each organization receives their 50% commission.

DISCUSSION: Upon review of the policy, only minor revisions are being recommended and are highlighted on the policy in yellow:

- Moving the policy over to the new template and adding the roles and responsibilities section.
- Reference to Department of Recreation changed to Facility Manager.
- Sign kits are no longer sold by the Town, therefore changed language to, from an approved supplier.
- Changed date for ice surface advertising from September 1st to July 15th as the ice is now installed in August.
- Added language that gives staff the ability to have dasher board signs that are in poor condition removed or replaced with new at the cost of the advertiser.
- Under other signs added similar language to dasher board signs in reference to sign materials and artwork.

FINANCIAL IMPLICATIONS: There are no financial implications.





COMMITTEE OF THE WHOLE

CDR# 2025079

Date: June 16, 2025

SOCIAL JUSTICE IMPLICATIONS: Organizations such as Cumberland County Minor Hockey and the Amherst Skating could generate revenue from advertising sales that could be used to reduce registration fees.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

COMMUNITY ENGAGEMENT: There is no community engagement required at this time.

ALTERNATIVES: Do not approve the changes to the policy or direct staff to make additional revisions.

ATTACHMENTS: Sign Rental Policy 72300-08.



TITLE: SIGN RENTAL POLICY
SECTION: RECREATION
POLICY NO: 72300-08

APPROVAL DATE: _____ **CAO Signature:** _____

PURPOSE:

To provide an opportunity for the Stadium, non-profit groups and organizations to raise monies by selling advertising in the Amherst Stadium.

POLICY STATEMENT:

Cumberland County Minor Hockey Association, Amherst Skating Club, Amherst Jr. "A" Ramblers Hockey Team and any other using organizations will be allowed to sell advertising in the Amherst Stadium.

- **Dasher Boards (3 x 8 foot sign)**

50% of the yearly rental shall be paid to the selling organization. The selling organization or advertiser must purchase sign kit material, **at cost, from the Stadium from an approved supplier** to ensure that materials meet standards and safety requirements. Artwork will be the responsibility of the advertiser.

The Town reserves the right to determine an acceptable condition of dasher board signs and when in need of replacement the advertiser will be contacted and given the opportunity to replace the sign at their cost or have the sign removed.

- **Ice Surface Advertising**

50% of the yearly rental shall be paid to the selling organization. The selling organization or advertiser must have signage prepared prior to **September 1st July 15th**. This will allow for planning and installation of said advertising while the ice is placed in the Stadium. Signage to be made from either onion paper or stencils, to allow for proper paint and design. Signs will be placed by Stadium staff **or an approved contractor**.

- **Zamboni**

50% of the yearly rental shall be paid to the selling organization. Only decals or magnetic signs are to be used. Cost of signage will be the responsibility of the advertiser and should be capable of withstanding 200° F water and cold rain, as the machine may be exposed to varying weather conditions when going outside the building or when being washed off with very hot water. Drilling of holes in the Zamboni to attach signage will not be permitted.

- **Other signs**

50% of the yearly rental shall be paid to the selling organizations for all other signs. **The selling organization or advertiser must purchase the sign from an approved supplier to ensure that materials meet standards and safety requirements. Artwork will be the responsibility of the advertiser.**

TITLE: SIGN RENTAL POLICY
SECTION: RECREATION
POLICY NO: 72300-08

- **Exclusions**
Scoreboard signage and all backlit signage will be excluded from this policy and these signs will be marketed directly by the Town of Amherst.

TERMS AND CONDITIONS:

- Any authorized agent who engages in the selling of advertising space within the Amherst Stadium must contact the Department of Recreation Facility Manager to ensure space availability prior to confirmation of the rental agreement with the client.
- Once availability is confirmed with staff, the authorized agent will advise the Department Facility Manager, in writing, of the sales commitment and confirm installation dates and billing contact information.
- Department of Recreation Town staff will arrange issuance of an invoice directly to the customer and collect payments.
- At the conclusion of each season, accounts will be reconciled, and commissions will be credited to each organization for new sales and renewals of existing commissioned accounts.
- All artwork will be the responsibility of the advertiser.
- All signs will be installed by Town of Amherst staff, or an approved contractor.
- The Town of Amherst staff reserves the right to refuse or remove any advertising that it deems unfit and portrays a negative image of the Town of Amherst, residents or business. Removal will be at the cost of the advertiser or selling organization.
- Rates for signage will be set annually under User Fee Policy #03470-03.

TITLE: SIGN RENTAL POLICY
SECTION: RECREATION
POLICY NO: 72300-08

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	Responsible for ensuring that the policy is reviewed regularly for relevancy.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<ul style="list-style-type: none"> Moving the policy over to the new template and adding the roles and responsibilities section. Reference to Department of Recreation changed to Facility Manager. Sign kits are no longer sold by the Town, therefore changed language to, from an approved supplier. Changed date for ice surface advertising from September 1st to July 15th as the ice is now installed in August. Added language that gives staff the ability to have dasher board signs that are in poor condition removed or replaced with new at the cost of the advertiser. Under other signs added similar language to dasher board signs in reference to sign materials and artwork. 	Director, Bourgeois	Council	

Minutes Reference Date: November 24, 2003 April 18, 2008 October 27, 2014

TO: Mayor Small and Members of Council

SUBMITTED BY: Kim Jones, Deputy CAO

DATE: June 16, 2025

SUBJECT: Procurement Policy Amendments

ORIGIN: A complete policy and bylaw review is a one of Council's strategic priorities.

LEGISLATIVE AUTHORITY: MGA sections 47 and 48 authorize council to make, amend and repeal bylaws and policies.

RECOMMENDATION: That Council forward to the June 23, 2025 regular meeting, approval of the amendments to the Procurement Policy (3700-01).

BACKGROUND: This policy was amended by Council in 2023. Since that time staff have been working towards improving the procurement policy for both staff and vendors.

DISCUSSION: The significant changes to the existing policy include increasing the purchasing threshold limits for staff. While supply chain issues of the past have mostly been corrected, the effects of inflation have been a factor in the proposed amendments.

The new proposed thresholds are within the limits of the Atlantic Trade and Procurement Partnership (ATPP) and Canada Free Trade Agreement (CFTA).

The increase is expected to expedite transactions in the majority of cases. Other minor amendments include title changes, removing references to Procurement Coordinator, updated names of Trade Agreements.

FINANCIAL IMPLICATIONS: There are no financial implications associated with the proposed policy revisions.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

COMMUNITY ENGAGEMENT: There is no community engagement required at this time.

ALTERNATIVES: Do not approve the changes to the policy or direct staff to make additional revisions.





COMMITTEE OF THE WHOLE

CDR# 2025088

Date: June 16, 2025

ATTACHMENTS: Procurement Policy #3700-01 with amendments.





TITLE: Procurement Policy
SECTION: Financial Management
POLICY NO: 3700-01

APPROVAL DATE: _____ **CAO Signature:** _____

1) Policy Statement

The purpose of this policy is to establish transparent procurement guidelines to ensure the most effective and efficient methods are used to provide best value for the procurement of goods, services and construction for the Town of Amherst (hereinafter referred to as the "Town").

The Town will conduct procurement practices in compliance with all Provincial legislation, International, National and Regional Trade Agreements, including the Nova Scotia Public Procurement Act and any amendments thereto.

2) Definitions

- a) Alternative Procurement (ALTP) - the procurement of goods, services and construction without a competitive process due to certain conditions/situations.
- b) Best Value - the bid that is determined by the Town to be in its best interests, not necessarily the lowest price bid, which is determined by evaluation of bids based on criteria or factors that may include purchase price, life cycle cost considerations, environmental and social considerations, delivery, servicing, past experience and performance, and any other criteria or factors stated in the requesting documents.
- c) Bid - a supplier's response to a Request for Quotation (RFQ), Request for Construction (RFC), Tender, Request for Proposal (RFP), Request for Expression of Interest (REI) or a Two Phase Bid to provide goods, services or construction.
- d) Invitational Competition – is a competitive process in which an invitation to submit bids is issued to three suppliers, provided three suppliers can be identified.
- e) Local Preference Area – all suppliers located within the County of Cumberland and the Town of Tantramar, New Brunswick.
- f) Procurement Web Portal – means the public website owned by the Province of Nova Scotia where all public tender notices are posted.
- g) Public Request for Submission - refers to inviting responses to tenders, request for proposals, two phase bids, request for construction, request for expression of interest and request for standing orders.

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- h) Purchase Card - a corporate credit card for the Town with various restrictions and limits based on the cardholder.
- i) Purchaser – a Town employee with the authority to purchase goods.
- j) Request for Construction (RFC) - used to publicly tender for a construction, reconstruction, demolition, remediation, repair or renovation of a building, structure, road, bridge or other engineering or architectural work.
- k) Request for Expression of Interest (REI) - process in which suppliers are invited to propose a solution to a problem and then those chosen are asked to respond to a subsequent Request for Proposal.
- l) Request for Quotations (RFQ) - informally obtaining price quotations from a number of different suppliers.
- m) Request for Proposal (RFP) - a formal invitation to suppliers to describe how their services, methods, equipment or products can address and/or meet the needs of the Town.
- n) Purchase Requisition/Purchase Order-an electronically generated document for the supply of goods or services from an approved vendor.
- o) Single Source – A single source procurement is an alternative procurement practice in which two or more suppliers can supply the goods and/or perform the services required by the Town of Amherst, but where the Town of Amherst selects one supplier over the others for reasons such as expertise, previous municipal or their related experience and not through a competitive process.
- p) Sole Source Procurement – is an alternative procurement practice in which it is evident that only one supplier can supply the goods and/or perform the services required and an award is made to that supplier.
- q) Standing Offer- a contractual arrangement with a supplier to provide certain goods or services on an “as required” basis, during a particular period of time, at a predetermined price or discount, generally within a predefined dollar limit.
- r) Sustainable Procurement- involves taking a holistic approach to obtain best value by integrating the following considerations in the procurement process:
 - Environmental considerations: e.g. Green House Gas Reduction, Waste Reduction, Toxic Use Reduction;

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- Economic considerations: e.g. Life Cycle Cost, Fiscal Responsibility, Support for the Local Economy;
 - Social considerations: e.g. Employee Health and Safety, Inclusiveness and Fair Wage, Health Promotion.
- o) Tender- a formal request to solicit for goods, services or construction obtained through posting on the Town and the Provincial websites.
- p) Two Phase Bid- a two stage process in which suppliers submit proposals for evaluation, and separately submit prices.

3) Guiding Principles

The following principles will guide the procurement practices of the Town:

- a) Procurement policy and procedures should provide the most efficient and effective methods resulting in best value for the Town.
- b) The procurement process is to ensure a fair, open, consistent and transparent process in the acquisition of goods, services and construction.
- c) Procurement methods are to encourage competition, innovative ideas and solutions, wherever possible, while respecting all legislative and trade agreement obligations for the supply of goods services and construction.
- d) Procurement policy provides for the use of suppliers, who can be expected to provide satisfactory performance, based on, but not limited to:
 - (i) past performance and/or previous contacts
 - (ii) financial and other resources to complete the contract bid;
 - (iii) references
- e) Promoting the use of Sustainable Procurement when evaluating bids by striving to obtain best value, taking into consideration environmental, economic and social considerations.
- f) This policy does not apply to payments for reoccurring items such as utilities, leases, rentals and similar reoccurring operating charges, while recognizing that in some circumstances, the initial commitment that leads to these ongoing payments is subject to the provisions of this policy.



TITLE: Procurement Policy
SECTION: Financial Management
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4) General

- a) This policy applies to all departments, agencies, boards and commissions of the Town over which the Town has jurisdiction.
- b) The procuring of goods, services and construction will be facilitated by the Director of the requesting department ~~in conjunction with the Procurement Coordinator~~ according to this policy. The Director shall approve all purchases in excess of \$5,000 prior to any employee acting within this policy.
- c) The Town will be under no obligation to accept any bid received which is considered to be not in its best interest, in response to a verbal or written request.
- d) The Town may work with other levels of government, other municipal units, other agencies, boards and commissions, and associations such as the FCM (Federation of Canadian Municipalities) and NSF (Nova Scotia Federation of Municipalities) to encourage standardization of items and/or reduce overall costs to the Town for joint purchasing.
- e) The dollar values indicated within this policy are exclusive of the Town's non-recoverable HST and are in Canadian Dollars.

5) Purchasing Guidelines

The following guidelines will be followed for the procurement of goods services and construction for the Town:

Spending Category	Low Value	Low Value	High Value
	Quotations	Invitational Competition	Open Competition
Goods	Less than \$15,000	\$15,000 - \$4924,999	\$5025,000 and above
Services	Less than \$15,000	\$15,000 - \$7449,999	\$7550,000 and above
Construction	Less than \$15,000	\$15,000 - \$7449,999	\$7550,000 and above

Dividing procurement activity to reduce or keep the procurement value below certain thresholds is not permitted.

a) Low Value Procurement

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If the value of the Goods, Services or Construction are less than \$15,000:

For procurement under \$15,000, the minimum of three quotations is not mandatory, however staff are expected to perform due diligence in selecting such suppliers, including obtaining quotations in cases where there are sufficient suppliers to do so, where there is sufficient time to do so, and when the value of the goods, services or construction makes it practical to do so.

If the value of the Goods, Services or Construction is \$15,000 and over but less than the Open Competition thresholds:

The acceptable process is to use an Invitational Competition. All Invitational Competitions must be conducted in accordance with the Procurement ~~Coordinator~~ Guidelines and are subject to review by the ~~Procurement Coordinator~~ Director of the Department prior to issue.

b) High Value Procurement

If the value of the Goods, Services or Construction is above Open Competition thresholds, staff must work with the ~~Procurement Coordinator~~ Director and Deputy Chief Administrative Officer to conduct a public competitive process. Open competitions are posted on the Town of Amherst website and the Nova Scotia Procurement Web Portal.

If an Invitational Competition is issued and the results demonstrate that the cost from the supplier determined to be providing best value is above the High Value Procurement threshold, the CAO may, at their discretion:

- Cancel the competition and not award
- Accept the result and award. The resulting award is an Alternative Procurement Practice; or
- Reject the result and require that the Competition be re-issued as an Open Competition.

6) Methods of Procurement

All procurement activity must be obtained through one of the following methods:

- a) Tender - A formal invitation to solicit competitive bids. It is used when detailed specifications are available that permit the evaluation of tenders against clearly stated criteria and specifications. A Request for Tenders (RFT) is a formal, competitive, sealed bidding process. Bid deposits and performance security may be required. The award is normally to the lowest bid received from a qualified bidder meeting the requirements of the tender and providing best value. Tender purchases shall be made by purchase order. Tenders must be opened in the presence of at least one elected

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official and the CAO or his/her designate at a time and location that is open to the public.

- b) Request for Proposal - A Request for Proposal (RFP) is a formal invitation to suppliers to describe how their services, methods, equipment or products can address and/or meet specific needs of the Town. It is used when a supplier is invited to propose a solution to a problem, requirement, or objective. Request for Proposals are evaluated against stated criteria to the terms of the RFP to determine if any should be accepted.

Negotiations with suppliers may be required to finalize any aspect of the proposal provided such discussion and negotiations are conducted to:

- (1) Award equitable treatment to each qualified bidder with respect to an opportunity for discussion and the revision of the proposal.
- (2) Prevent the disclosure of the proposal content of one proponent to another.

Proposals submitted in response to a request for proposal need not be opened in public. A list of the proponents may be made available upon request. An award of a contract based upon a request for proposals will be made to the supplier whose proposal has the highest score based upon the criteria for evaluation set out in the request for proposals and equitably applied to all proposals. RFP purchases shall be made by purchase order.

- c) Request for Quotation - A request for quotation is an informal request for prices for goods and services that the purchaser will attempt to solicit from at least three (3) different suppliers. This process is normally used where bid deposit and performance bonds are not required and where the cost of the work does not warrant the time and level of effort and expense required for a normal tender process. Quotations should be in written form and attached to the Request for Quotation form which must be completed and given to the ~~Procurement Coordinator~~ Deputy CAO for filing once it has been awarded.

If a quote is obtained verbally, the person obtaining it must document the quotation, including time, date, supplier, price and description of the goods and services, the person from whom the quotation was obtained and the name of the municipal staff obtaining the quotation. The RFQ form should be used for documentation purposes. RFQ purchases shall be made by purchase order, or purchase card if in US Dollars

- d) Standing Offer – A tender process to guarantee a continuous supply of various goods, services or construction at a specific price for a specific period of time. The term of the standing offer can vary in duration but will be clearly defined in the tender documents.

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Standing Offers of the Government of the Province of Nova Scotia or other public sector entities may be used under the constraints within this policy where it is in the best interest of the Town.

- e) Two Phase Bids- Where detailed specifications are not available or it is impractical to prepare a specification based on price, a two phase bid may be issued, inviting for the submission of bids as follows:

Phase One- Pre-qualification step in which bidders submit proposals/expressions of interest in response to basic terms of reference for evaluation; need not be opened in public

Phase Two- Only those bidders whose submissions were determined to be acceptable in Phase One will be invited to submit priced bids for further consideration. Phase Two bids must be opened in public.

This type of purchasing has the advantage of a request for proposal in Phase One and the advantages of a tender in Phase Two. Two phase bid purchases shall be made by purchase order.

- f) Request for Expression of Interest - This process is similar to the Request for Proposal and is sometimes referred to as a Pre-Qualification, where suppliers are invited to propose a solution to a problem. The REI, however, is only the first stage in the procurement process. Bidders responding to the REI will be short listed according to their scoring in the evaluation process. The short listed firms will then be invited to respond to a subsequent Request for Proposal. A REI does not normally include pricing as price is a key evaluation criteria used in the second stage RFP process.
- g) Request for Construction - Used to publicly tender for a construction, reconstruction, demolition, remediation, repair, or renovation of a building, structure, road, bridge, or other engineering or architectural work. When a supplier is invited to bid on a construction project the tender documents usually contain a set of terms and conditions and separate bid form that apply to that specific project. Suppliers are requested to submit a response (bid) in accordance with predefined criteria. The selection of the successful proposal is based on a number of factors as described in the tender documents. A request for construction usually does not include professional consulting services related to the construction contract, unless they are included in the specifications.
- h) Negotiations - Negotiations with suppliers for the supply of goods and/or services would take place when any of the following conditions exist:
- (a) Due to market conditions, goods and/or services are in short supply;
 - (b) There is only one source of the goods or services;

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- (c) All bids received are non-compliant or exceed the amount budgeted for the purchase;
 - (d) The extension or reinstatement of existing contract would be more cost effective or beneficial to the Town ~~providing the extension has been outlined in original documents~~. The extension or reinstatement of existing contract is subject to the approvals listed in section 9 – Award of Contracts.
- i) **Alternative Procurement** - In certain circumstances, described in this section, the Town may purchase goods, services and construction without using one of the options set out above. An alternative procurement purchase may occur.

- (a) Where an unforeseeable situation of urgency exists and the goods, services or construction cannot be obtained in time by means of open procurement procedures. An emergency purchase occurs when a situation creates immediate and serious need which may not be reasonably met by any other procedure and includes without limitation:

A condition where lack of supplies or services may adversely affect the functioning of civic government, threaten public or private property or the environment, or jeopardize the health or safety of the ~~public;public~~.

Emergency purchases are completed using the most expedient method, but will take economy into consideration.

Emergency purchases must be pre-approved by the CAO (or designate) where such approval may be reasonably sought.

- (b) Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption or otherwise be contrary to the public interest;
- (c) Where compliance with the open tendering provisions set out in this policy would interfere with the Town's ability to maintain security or order or to protect human, animal or plant life or health;
- (d) In the absence of tenders in response to an open or selective tender, or when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender;

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- (e) To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
- (f) Where there is an absence of competition for technical reasons and the goods or services can only be supplied by a particular supplier and no alternative or substitute exists;
- (g) For the purchase of goods on a commodity market;
- (h) For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly;
- (i) For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor;
- (j) For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
- (k) For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for routine purchases;
- (l) For the purchase of goods under exceptionally advantages circumstances such as bankruptcy or receivership, but not for routine purchases;
- (m) For the procurement of original works of art;
- (n) For the procurement of subscriptions to newspapers, magazines or other periodicals;
- (o) For the procurement of real property;
- (p) For the procurement of goods intended for resale to the public;
- (q) For the procurement from charitable institutions, prison labour, persons with disabilities, sheltered workshop programs or through employment equity programs;
- (r) For procurement from a public body or non-profit organization; or
- (s) For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation.



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**When an alternative procurement purchase occurs, the reason for doing so must be documented ~~using the Alternative Procurement (ALTP) form.~~

7) Local Preference

If the goods, services or construction available from a local business are equal in providing best value to those available from a non-local business, the goods, services or construction from the local business shall be purchased.

In evaluating which goods, services or construction offer best value to the Town of Amherst, the Town shall apply a preference of 5% to the price offered by a local business as compared with non-local businesses, such that the price offered by the local business is adjusted lower by 5% for the purposes of evaluating which goods, services or construction offer best value.

In accordance with the Atlantic ~~Procurement Agreement~~ Trade and Procurement Partnership (ATPP) and the CFTA, the local preference described above does not apply to the following procurements:

- a) goods that have a value of ~~\$25~~100,000 or greater;
- b) services that have a value of ~~\$50~~100,000 or greater;
- c) construction that has a value of ~~\$400~~250,000 or greater.

All requests for quotations and public requests for submissions must state that local preference applies to the procurement.

8) Award of Contracts

- a) The Chief Administrative Officer (CAO) may authorize the procurement of goods, services and construction:
 - i) that are \$250,000 or less and are included within the approved operating and capital budgets; Awards over the value of \$250,000 will be submitted to Council for approval.
 - ii) that exceed the approved budget by 25% or ~~\$50~~75,000, whichever is less. This will be done when it is reasonable to do so and when options to achieve project completion or item procurement are limited.
 - iii) that is an emergency situation. In these cases, the CAO is authorized to make reasonable and informed procurement decisions (operating and capital) which are determined by him/her to be necessary. Among other things such decisions may

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be deemed by the CAO to be necessary to protect the legal interests or satisfy legal obligations of the Town, or involve a situation where failure to act could reasonably be expected to compromise Town confidentiality, cause economic disruption, or would otherwise be contrary to the public interest. Authorizations for such expenditures are considered to be over and above the other authorities given under this policy to exceed approved budget amounts.

- iv) where the purchase was made in accordance with this policy and falls within the thresholds established within the [Atlantic Procurement Agreement](#) [Atlantic Trade and Procurement Partnership](#) and all subsequent amendments thereto.
- v) Where the purchase was the result of a public purchasing process conforming to the Town's procurement policy and The Atlantic Trade and Procurement Partnership, and all appropriate Trade Agreements and their subsequent amendments.
- vi) Where the purchase is awarded to the supplier providing best value and meeting specifications.
- vii) Where the award of a Request for Proposal is made to the highest scoring qualified proponent based upon evaluation criteria within the Request for Proposal.
- viii) Where there is no legislative requirement to obtain Council approval.
- b) All bids are subject to evaluation after opening and before award of contract. The bid request documents must clearly identify the requirements of the procurement, the evaluation method, evaluation criteria based on the purpose and objectives of this policy, and the weights assigned to each criterion.
- c) Where award is over the limits established in the Atlantic Trade Procurement Partnership for the purchase of goods, services and construction, award amount and company name is to be posted on the Provincial Procurement Web Portal.
- d) A quarterly report to Council of awards of contracts under the value of \$250,000 approved by the CAO or designate shall be made available to Council and shall show the name of the contract, the name of the successful bidder, the amount of the award, any person or company to whom a single or sole source has awarded, and the budgetary provision.
- e) At the discretion of the CAO, any award of goods, services or construction may be referred to Council for approval.

10) Documentation Requirements



TITLE: Procurement Policy
SECTION: Financial Management
POLICY NO: 3700-01

The following documents are required in order to work for the Town:

Workers Compensation Board (WCB) - WCB certificates are required any time a service and/or construction project is being completed on Town of Amherst property. The proponent MUST provide a valid WCB certificate prior to the commencement of any work. This certificate will state when the coverage expires. If the WCB certificate expires before the project is finished, then the replacement certificate MUST be received in order for the work to continue. Town employees have the right to stop any work in progress if an up-to-date WCB certificate is not provided. If the approved vendor is exempt from WCB, proof of the exemption will be supplied before work can commence.

Liability Insurance - Proponents must provide a valid certificate from their insurance company with the Town named and added under Additional Insured for liability purposes with at least \$2,000,000 liability coverage. This certificate must be provided before the commencement of any work.

Construction Safety- A Certificate of Good Standing is required from a registered safety certified company such as the Nova Scotia Construction Safety Association whenever any type of construction, reconstruction, demolition, remediation, repair or renovation is being completed on Town property for any projects that are over \$10,000. This documentation must be provided before the commencement of any work.

11) Code of Ethics

All procurement carried out by the Town must be conducted according to policies, provincial and federal legislation, trade agreements and ethical business practices. All employees must in good faith, conduct business with current and prospective suppliers and be fair in all business dealings. We shall encourage the negotiation of an equitable and mutually acceptable settlement when a dispute arises and request removal from a procurement process when a personal conflict of interest is perceived. We shall require suppliers to provide accurate representations of goods, services and construction and encourage them to consider sustainability in their products. We shall strive to obtain best value for each expenditure.

12) Supplier Performance

- a) Suppliers may be subject to disqualifications if there is sufficient evidence of failure to meet the standards specified by the Town. Suppliers may be evaluated based on competitive price, quality of a product, contract adherence and performance and after sales service. Upon reasonable notice in writing to the supplier involved, and after a reasonable opportunity for response, a supplier can be disqualified for a period not exceeding three years from participation in solicitation for goods, services and construction when:

TITLE: Procurement Policy
SECTION: Financial Management
POLICY NO: 3700-01

- i. Serious breach of contract indicating unwillingness to perform a contract in accordance with the terms and conditions or specifications or a record of unsatisfactory performance of one or more contracts in accordance with its specifications or both.
 - ii. The offer of any gratuity to an official or employee of the Town by a supplier or contractor for consideration.
- b) A written decision shall be issued to the person disqualified or suspended setting out its reasons for disqualification or suspension, to the usual business address of that person as shown in the records of the purchasing section.
- c) Disqualification will be approved by the CAO.

13) Supplier Debriefing

Upon request of a supplier who is an unsuccessful bidder, the Town must conduct a debriefing with that supplier to provide feedback on the evaluation of the bid. The debriefing must be conducted as follows:

- a) the CAO or designate and/or ~~Procurement Coordinator~~Director, along with the person named in the documents, will attend the meeting;
- b) the debriefing must provide reasons for the disqualification of the supplier, or in the case where evaluation scoring was used, provide an overview of the supplier's score in each category and reasons for that score;
- c) the debriefing must also provide information to the supplier on how to improve future submissions;
- d) the debriefing must not disclose any information regarding other bidders or their submissions.

14) Contract Documents, Bid and Performance Securities and Specifications

- a) The CAO may, from time to time, approve such standard forms including bid and performance securities if any, for purchase by Invitation to Tender, Request for Proposals, Request for Quotations, sole source, or emergency purchases as well as forms of contract for types of purchase including but not limited to construction, supplies and installation or service as they may deem advisable.
- b) Bid bonds, performance bonds, irrevocable letters of credit and other securities including labour and material bonds may be required for such purposes in such form and in such amounts as the CAO deems advisable.

15) Special Services



TITLE: Procurement Policy
SECTION: Financial Management
POLICY NO: 3700-01

- a) Legal Services - Legal services will be acquired by staff based upon qualifications, experience, services offered, past performance, proposed fees and other relevant considerations. The acquisition of legal services must be approved by the CAO in consultation with the Director(s) of the user department(s). (These services include expert witnesses, and subject experts required for legal proceeding, hearing or similar matter.) Legal services having a value of \$5040,000 or more shall be approved by Council. The term for legal services will be at the discretion of the Town.
- b) Financial Auditing Services – These services may be contracted on a one year term to be renewed on an annual basis on terms satisfactory to the Town. Selection of an auditor shall be completed by the Audit Committee of Council who will recommend the selection of an auditor to Council. Annual selection and/or renewal of the contract for audit services will be made by the Audit Committee.

16) Tie Bids

After the assessment process is complete and it cannot be reasonably determined who has submitted the lowest compliant bid and a tie exists, the ~~Procurement Coordinator~~ CAO or Deputy CAO may flip a coin to determine the award.

17) Suppliers indebted to the Town of Amherst

Any supplier/contractor having a customer account with the Town, which is in arrears, will have such arrears deducted from any payments due to the supplier/contractor. Such deduction may be waived by the CAO, where the supplier/contractor has entered into a payment arrangement deemed to be suitable by the Treasurer.

18) Purchases by Town of Amherst Employees

Employees or immediate family members (husband, wife, son, or daughter) of employees of the Town are not permitted to purchase personal use items through the purchasing system except where employee purchase plans are being offered.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Owner	The policy owner is responsible for ensuring that the policy is implemented and being followed. In addition, they are responsible for reviewing the policy regularly for relevancy and compliance with provincial guidelines.
Staff	All personnel that fall within the scope of this policy must follow the policy



TITLE: Procurement Policy
SECTION: Financial Management
POLICY NO: 3700-01

Procurement Coordinator	Facilitate the implementation of the policy, including the Open and Invitational procurement processes. Support procurement at all threshold levels. Develop and provide procurement templates and tools. Periodically review procurement practices within the province.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
	Title/Last Name	Council	
Creation of the policy	CAO, MacDonald	Council	April 30, 2007
Amendment to bring the policy into compliance with Atlantic Procurement Agreement	CAO, MacDonald	Council	Sept 28, 2009
Amendment to bring the policy into compliance with Atlantic Procurement Agreement	CAO, MacDonald	Council	Nov 26, 2012
CAO may authorize the procurement of goods, services and construction that are \$250,000 or less and are included within the approved operating and capital budgets.	CAO, MacDonald	Council	Nov 27, 2017
Increased purchasing limits and minor housekeeping amendments	CAO, MacDonald	Council	March 27, 2023

TO: Mayor Small and Members of Council

SUBMITTED BY: Krista Crossman, Director, Human Resources

DATE: June 16, 2025

SUBJECT: Smoke-Free Workplace Policy

ORIGIN: Council priority to review all policies and bylaws.

LEGISLATIVE AUTHORITY: MGA 47(1) The council shall make decision in the exercise of its powers and duties by resolution, by policy or by by-law.

RECOMMENDATION: That Council forward to the June 23, 2025 regular meeting, approval of the amended Smoke-Free Workplace Policy #04500-04.

BACKGROUND: Staff are completing a review of all Town policies and bylaws to ensure they are relevant and updated appropriately. The Smoke-Free Workplace Policy was reviewed as a result of this initiative.

DISCUSSION: This policy was originally developed to support a healthy and safe environment for all employees, contractors and visitors. Since it's last update in 2014, there have been significant changes in public health legislation, smoking trends, and workplace expectations, particularly with the rise of vaping and the legalization of cannabis.

To ensure the policy remains current and reflective of best practices in workplace health and safety, it is recommended that the policy be revised with the following updates:

- **Expanded scope:** now includes vaping/e-cigarettes and cannabis use.
- **Updated definitions:** clear language added for vaping, other electronic smoking devices and cannabis.
- **Modernized policy statement:** smoking and vaping are prohibited in all Town buildings, vehicles, and within 4 metres of entrances, aligned with current legislation.
- **Addition of responsibilities section:** clarifies the responsibilities of employees, supervisors and HR in supporting compliance with the policy.
- **Cessation support:** encourages employees to access help via various available resources.
- **Legislative references:** links to key legislation have been added to support compliance and transparency.



- **Clarification:** a statement has been added to the policy to clarify that the provisions governing smoking and/or vaping in outdoor public spaces are referenced in our Smoke-Free Recreational Places Bylaw C-12.

FINANCIAL IMPLICATIONS: There are no financial implications.

COMMUNITY ENGAGEMENT: No community engagement is required. A review of current Nova Scotia smoking legislation and applicable occupational health & safety legislation was completed. Revisions to the policy were also reviewed in partnership with our Fire and Police Chief as a unified approach to workplace health, safety and enforcement readiness.

ENVIRONMENTAL IMPLICATIONS: The updated policy helps to reduce litter on municipal worksites (such as cigarette butts, vape cartridges, etc.), improves air quality around buildings and vehicles, and lowers risk of fire, supporting a cleaner and safer workplace.

SOCIAL JUSTICE IMPLICATIONS: The updated policy promotes health equity by protecting all employees from harmful exposures and offering support via cessation resources.

ALTERNATIVES:

1. Accept recommendation
2. Direct staff to develop alternative recommendation.

ATTACHMENTS: Smoke-Free Workplace Policy #04500-04

TITLE: SMOKE-FREE WORKPLACE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO.: 04500-04

APPROVAL DATE: _____ **CAO Signature:** _____

DEFINITIONS

~~Smoking: The act of lighting, inhaling or carrying of a lighted or smouldering cigar, cigarette or pipe of any kind.~~ **The act of inhaling, exhaling, burning, or carrying any lighted or heated product, including cigarettes, cigars, pipe tobacco, cannabis, or any similar device, whether or not it contains tobacco.**

~~Mainstream Smoke: Smoke directly inhaled by the smoker. Smoking has been shown to be the largest preventable cause of premature death.~~ **Smoke directly inhaled and exhaled by a person smoking.**

~~Second Hand Smoke: Smoke that is exhaled by the smoker. Even indirect smoke such as this has been proven to create a health risk to anyone exposed to it.~~ **Smoke exhaled by a smoker.**

~~Side Stream Smoke: Smoke that is emitted from the burning tip of a cigarette, pipe or cigar. This type of smoke has been proven to be the most harmful, as it contains higher levels of carcinogenic chemicals.~~ **Smoke released from the burning end of a tobacco or cannabis product, which contains higher levels of harmful chemicals than mainstream smoke.**

~~Vaping: The act of inhaling or exhaling vapour or aerosol from an electronic device, such as e-cigarettes, vape pens, or similar products, whether or not the substance contains nicotine, cannabis, or any other substance.~~

PURPOSE

~~The Town of Amherst maintains a commitment to the health and safety of all its employees. Smoking has been scientifically proven to be harmful to the health of both smokers and non-smokers that come into contact with second-hand smoke, mainstream smoke or side stream smoke. In the interest of promoting a safe and healthy work environment, the Town of Amherst has adopted a smoke-free workplace policy.~~ **The Town of Amherst is committed to protecting the health, safety, and well-being of its employees, contractors, and visitors. Smoking and vaping of tobacco, cannabis, or any other substance contributes to poor indoor and outdoor air quality, poses fire and health hazards, and may create an uncomfortable or unsafe working environment.**

In alignment with current health research and public legislation, the Town maintains a smoke-free and vapour-free workplace to promote a healthy and productive environment for all.

TITLE: SMOKE-FREE WORKPLACE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO.: 04500-04

POLICY STATEMENT

Smoking shall be prohibited in all Town buildings, and is applicable to all employees and contractors. This policy also extends to include all Town vehicles and equipment, and any rental vehicles booked for Town business purposes.

Smoking, vaping, or the use of any tobacco or cannabis products is strictly prohibited:

- Inside all Town-owned or leased buildings;
- Within 4 metres of entrances, windows, or air intakes of Town buildings (or as required by Nova Scotia's Smoke-Free Places Act);
- Inside or within Town-owned vehicles and equipment, including rentals used for Town business;
- In any shared or enclosed workplace areas, including lunchrooms, restrooms, and break areas.

Provisions governing smoking and/or vaping in outdoor public spaces are outlined and enforced in the Town's Smoke-Free Recreational Places Bylaw C-12.

VIOLATIONS

In the event of a violation of this policy, the Town of Amherst may pursue progressive disciplinary action. Employees that witness violations are encouraged to report the infraction to their Supervisor or Human Resources.

SUPPORT FOR CESSATION

The Town encourages employees who wish to stop smoking or vaping to seek support via:

- The Employee and Family Assistance Program (EFAP).
- The employee's medical benefit plan which may include coverage for smoking cessation programs and/or products.
- Provincial smoking cessation resources, such as Nova Scotia's "Tobacco Free Nova Scotia" program.

TITLE: SMOKE-FREE WORKPLACE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO.: 04500-04

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Employees & Contractors	Employees & contractors will: a. Adhere to the policy and refrain from smoking or vaping in prohibited areas.
Supervisors/Managers	Supervisors/managers will: a. Support compliance and address violations appropriately.
Human Resources	Human resources staff will: a. Provide clarification on the policy and support accommodation requests related to substance use if appropriate.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<p><u>Expanded scope</u>: now includes vaping/e-cigarettes and cannabis use.</p> <p><u>Updated definitions</u>: clear language added for vaping, other electronic smoking devices and cannabis.</p> <p><u>Modernized policy statement</u>: smoking and vaping are prohibited in all Town buildings, vehicles, and within 4 metres of entrances, aligned with current legislation.</p> <p><u>Addition of responsibilities section</u>: clarifies the responsibilities of employees, supervisors and HR in supporting compliance with the policy.</p> <p><u>Cessation support</u>: encourages employees to access help via various available resources.</p> <p><u>Legislative references</u>: links to key legislation have been added to support compliance and transparency.</p> <p><u>Clarification</u>: a statement has been added to the policy to clarify that the provisions governing smoking and/or vaping in outdoor public spaces are referenced in our Smoke-Free Recreational Places Bylaw C-12.</p>	Director, Human Resources	Council	

Minutes Reference Date: May 26, 2014

TITLE: SMOKE-FREE WORKPLACE POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO.: 04500-04

RESOURCES

- Smoke-Free Places Act (SNS 2002, c.12): <https://nslegislature.ca/sites/default/files/legc/statutes/smoke-free%20places.pdf>
- Smoke-Free Places Act – Official Overview (Government of Nova Scotia): <https://novascotia.ca/smoke-free-places/>
- Ban on Flavored E-Cigarettes (Effective April 1, 2020, Government of Nova Scotia): <https://news.novascotia.ca/en/2019/12/05/province-bans-sales-flavoured-e-cigarettes-commits-legislation>
- Occupational Health and Safety Act (Nova Scotia): <https://nslegislature.ca/sites/default/files/legc/statutes/occupational%20health%20and%20safety.pdf>
- Smoke Free Nova Scotia (provincial organization): <https://smokefreens.ca/about-us/>
- Tobacco Free Nova Scotia: <https://tobaccofree.novascotia.ca/>

TO: Mayor Small and Members of Council

SUBMITTED BY: Andrew Fisher, Director of Planning & Economic Development

DATE: June 16, 2025

SUBJECT: Fee Forgiveness for Affordable Housing Policy

ORIGIN: Housing Accelerator Fund initiatives.

LEGISLATIVE AUTHORITY: MGA section 49(1) The council may make policies (c) setting and amendment the fees paid for (iii) permits, application and approvals required to be obtained from the municipality [...].

RECOMMENDATION: That Council forward to the June 23, 2025 regular meeting the proposed Affordable Housing Fee Forgiveness Policy.

BACKGROUND: This policy implements one of the five initiatives proposed as part of the Housing Accelerator Fund intended to incentivize more housing, which is to waive fees for affordable housing. The Town was awarded over \$2.2 million over four years to implement the five-initiative housing action plan. This policy waives the following permit fees and charges for affordable housing:

Development & Building Permit Fees:	\$50 + \$0.12 per square foot
Water/sewer Connection (One):	\$750
Storm Sewer Connection:	\$250
Connection to mains:	Up to \$5,000

New water and sanitary connections from existing street mains to the property line are charged actual costs, plus 30% overhead on labor and equipment. Typical costs for these connections are \$3,500 - \$5,000, but can be significantly more depending on the size of service required and location of the service mains in the street.

The draft policy defines affordable housing and sets out the conditions for fee waivers as follows: Affordable Housing is defined as residential development that is awarded senior Government capital funding for affordable housing.

- At least 25% of units must be Affordable Housing to qualify.
- In mixed-use buildings, only residential-related fees can be waived, calculated proportionally.
- Only developments approved after the policy's enactment are eligible.
- The CAO may exempt developments receiving other Town financial support.
- Developments must comply with all Town Bylaws.





COMMITTEE OF THE WHOLE

CDR# 2025088

Date: June 16, 2025

The fees waived will be tracked.

DISCUSSION: In order to receive all awarded funds from the Housing Accelerator Fund, the Town must implement five initiatives to accelerate housing in Amherst, one of which is to waive fees for affordable housing developments. Three of the initiative are incorporated into the new planning documents and the fifth initiative, a new E-permitting system, is currently in the procurement process.

This proposed policy will be reviewed at the six and twelve month marks from the date of adoption.

FINANCIAL IMPLICATIONS: As noted above, this policy is necessary in order to receive the full \$2.2 million in federal funding awarded to the Town for housing. Over the next four years the waived fees and charges will be paid from the Housing Accelerator funds. At or before the four-year term the policy will be reviewed. Staff anticipate that the financial implications of the waived fees will not be significant enough to warrant discontinuing the policy.

SOCIAL JUSTICE IMPLICATIONS: This policy supports affordable housing.

ENVIRONMENTAL IMPLICATIONS: None specific to this issue.

COMMUNITY ENGAGEMENT: Promotion of the policy if adopted.

ALTERNATIVES: Do not adopt the policy, or direct staff to make changes.

ATTACHMENTS: Draft Affordable Fee Forgiveness Policy, and the User Fee Policy



TITLE: Affordable Housing Fee Forgiveness
SECTION: Planning & Development
POLICY NO: 66000-06

APPROVAL DATE: _____ **CAO Signature:** _____

PURPOSE:

To establish a policy in support of the construction of affordable housing by waiving municipal fees and charges related to the development.

DEFINITION:

Affordable Housing means a residential development that is awarded funding by a provincial and/or federal government capital funding program for affordable housing.

POLICY STATEMENT:

In support of the construction of affordable housing in Amherst, municipal fees and charges related to the construction of said housing may be waived in whole or in part, subject to the following terms and conditions:

1. At minimum, 25% of the dwelling units within the residential building shall be Affordable Housing.
2. In the case of a mixed-use development containing residential and non-residential uses, only those fees attributable to the residential uses may be waived. Water, sanitary sewer and storm sewer connections shall be calculated based on the percentage of the building used for residential purposes.
3. This policy applies only to those developments approved after the date this policy is approved.
4. Where other financial supports from the Town have been negotiated, the Chief Administrative Officer, at their sole discretion, may determine that this policy does not apply to an Affordable Housing development.
5. The development shall be in compliance with all Town of Amherst Bylaws.
6. The following fees and charges defined under the User Fee Policy (Policy 0470-03) may be waived:
 - a. Development and Building Permits for residential buildings.
 - b. One Connection and Storm Sewer Connection fees under the D-3 Wastewater Discharge Bylaw.
 - c. New water and sanitary sewer connections from existing street mains to the property line up to a maximum of \$5,000.

TITLE: Affordable Housing Fee Forgiveness
SECTION: Planning & Development
POLICY NO: 66000-06

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Direction, Planning & Economic Development	Administers the Policy

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Fisher, Director of Planning & Economic Development	Council	

Minutes reference date:

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

APPROVAL DATE: April 28, 2025

CAO Signature: 

PURPOSE:

To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary, during the annual budgeting process.

POLICY STATEMENT:

It is appropriate for Council to charge fees, as authorized under the *Municipal Government Act*, in the Town's Bylaws, Policies and Procedures in order to defray its administrative costs. In order to allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees with applicable tax status has been established. The responsibility for the accuracy of the Schedule shall rest with the department to which a fee applies. Any additions/deletions to the Schedule will be updated by the Executive Office. Those fees legislated under Provincial and/or Federal Acts and Authorities will also be shown on the schedules for completeness, but will not be subject to change by Council.

OBJECTIVES:

To make the administration of the cost recovery portion of the Town's Bylaws, Policies and Procedures more efficient and to determine the impact on each year's projected revenues during the budget process. By combining all of the fees in one document, the review will be more visible and complete.

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

Corporate Services		
SERVICE/PRODUCT/ADMINISTRATIVE	FEE	HST STATUS
Photocopies	.25/copy	Plus HST
Tax Certificates	\$50.00	HST Exempt
NSF Cheques	\$20.00	HST Exempt

By-Law Fees Collected by Corporate Services		
C-4 Dog-By-Law, Schedule A		
Dog License spayed/neutered	\$15/yr	HST Exempt
Dog License un-spayed/un-neutered	\$30/yr	HST Exempt
Lost Tag Replacement	\$15	HST Exempt
Dog-1 st Impoundment	\$75	Plus HST
Licensed Dog-2 nd Impoundment	\$150	Plus HST
Licensed Dog-3 rd & Subsequent Impoundments	\$150	Plus HST
Unlicensed Dog-Impoundments	\$150	Plus HST
Maintenance fee – Impoundment period	\$25/per day	Plus HST
C-11 False Alarms - After 2nd Notice	\$50/alarm	HST Exempt

Operational Services		
It is not the intention of the policy to rent Town of Amherst equipment to the general public; these rates and the availability of this equipment are contemplated for use by commercial concerns only.		
Equipment Charge out Rates	Rate per Hour	HST Status
Backhoe	\$93.00*	Plus HST
Loader	\$97.25	Plus HST
1-ton trucks/Service trucks	\$44.23*	Plus HST
3-5 ton trucks	\$66.00*	Plus HST
Street Sweeper	\$115.00*	Plus HST
Trackless	\$70.00*	Plus HST
Sewer Camera	\$100.00*	Plus HST
Line Locator	\$50.00*	Plus HST
Hole Hog	\$45.00*	Plus HST
Vermeer Brush Chipper	\$60.00*	Plus HST
Steamer	\$30.00*	Plus HST
Trash Pump	\$15.00	Plus HST
Diaphragm Pump	\$15.00	Plus HST
Line Painter	\$115.00/hour	Plus HST
Overhead charges extra – see procedure		

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

* Price includes one operator and fuel during normal working hours;
 overtime labour rates are extra.

Operational Services By-Laws		
D-3 Wastewater Discharge By-Law		
One Connection	\$750.00	HST Exempt
Storm Sewer Connection (if done at the same time as sewer connection)	\$250.00	HST Exempt
D-19 Sanitary Sewer Rates By-Law		
Residential Metered Customers	\$.99 m ³	HST Exempt
Commercial/Industrial/Institutional metered customers	\$.49 m ³	HST Exempt
Annual Base Charges – Meter Size		
5/8"	\$82.80	HST Exempt
3/4"	\$124.20	HST Exempt
1"	\$201.25	HST Exempt
1.5"	\$395.60	HST Exempt
2"	\$626.75	HST Exempt
3"	\$1,247.75	HST Exempt
4"	\$2,300.00	HST Exempt
Annual Non-metered Mobile Home Park Owner	\$189.23 /dwelling unit/year	HST Exempt
Uniform Charge for Wastewater Treatment Facility for unmetered mobile homes billed on the property Tax Bill	\$82.80/yr	HST Exempt

Solid Waste Rates		
Solid Waste Collection billed on Tax Bill	\$278.00/yr	HST Exempt
Replacement Green Bin (Composter)	\$95.00	Plus HST
Replacement White Kitchen Compost (Bucket)	\$5.00	Plus HST

Services/Products – Operational Services		
Electric Vehicle Charging Station User Fee	\$1.50/hr	HST Included
Street Breaking Permit (Policy 31600-08)	\$500.00	Plus HST
Commercial Sewer Service (Policy 31600-14)	Cost of Service	Plus HST

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

Estimated by Engineer and final adjustment when work is done		
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Planning and Development Department		
Zoning Confirmation Letter	\$50.00	HST Exempt
Copy of Land Use Bylaw or Municipal Planning Strategy	\$20.00	HST Exempt
Copy of Zoning Map (11 x 17)	\$5.00	HST Exempt
Copy of Zoning Map (50 cm x 60 cm)	\$10.00	HST Exempt
Application to Amend the Land Use Bylaw	\$200.00	HST Exempt
Application for a Development Agreement	\$200.00	HST Exempt
Application to Amend the Municipal Planning Strategy	\$300.00	HST Exempt
Application for a Variance or Site Plan	\$75.00	HST Exempt
Creation of Mapping Document	\$60.00/hr(including 10 lineal metres of maps)	Plus HST
Print Existing Map – less than 50 cm x 50 cm	\$25.00	Plus HST
Print Existing Map – more than 50 cm x 50 cm	\$50.00	Plus HST

Building Permits		
New residential buildings, community centres, churches	\$50.00 + \$0.12 per square foot	HST Exempt
New Commercial, Industrial or other building not listed	\$50.00 + \$0.17 per square foot	HST Exempt
All alterations or repairs	\$50.00 + 0.25% of value	HST Exempt
Decks, accessory buildings and farm buildings	\$50.00 + \$0.04 per square foot	HST Exempt
Demolition	\$20.00	HST Exempt
Permit Renewals	\$50.00	HST Exempt
Development Permit	\$50.00	HST Exempt

Police Department		
Commissioner of Oaths Signing	\$15.98	HST Exempt
Criminal Record Check/Vulnerable Sector for Amherst citizens to participate as volunteers for community organizations.	Waived	N/A

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

Criminal Record Check	\$30.00	Plus HST
Criminal Record Check for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Serial # Verification (homemade trailers)	\$25.00	Plus HST
Fingerprints (for non-criminal reasons)	\$50.00	Plus HST
Accident Reports	\$25.00	Plus HST
Community Room Rental	\$125.00/day \$75.00/half day	Plus HST
C-9 Taxi By-Law, Schedule E		
Taxi Cab License	\$25/yr	HST Exempt
Taxi License Transfer	\$10	HST Exempt
Taxi Driver License	\$20/yr	HST Exempt
Taxi Driver License Replacement	\$10	HST Exempt
Taxi License Photo	\$10.00	Plus HST

Fire Department		
Firefighter	\$20.00/hour	HST Exempt
Apparatus	\$200.00/in use; \$100.00/standby	HST Exempt
Standby Jaws of Life Alarm	\$350.00	HST Exempt
Meters	\$50.00/hr	HST Exempt
Saws	\$50.00/hr	HST Exempt
Lighting System	\$25.00/hr	HST Exempt
Generator	\$25.00/hr	HST Exempt
Foam – All Types	\$185.00/jug	HST Exempt
Specialized Suits – Hazmat	Replacement cost	HST Exempt
PPE (bunker gear)	Replacement cost	HST Exempt
Fire Extinguisher Training	\$300.00 up to 15 people	Plus HST
Fire Inspections	\$75.00/hr	Plus HST
Inspection Confirmation Letter	\$50.00	HST Exempt

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

Recreation

Ice Time/Stadium

The rates below are per hour plus HST.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holidays
Early Time 6:30-8:30am	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$128.00
Fair Time 8:30-5:00pm	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	-	-	\$128.00
Prime Time 5:00-12:00am	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00
Youth Time Monday-Sunday	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00

Youth Time Rates Include:

- Groups affiliated with Amherst Skating Club; or
- Groups affiliated with another skating club; or
- Groups affiliated with Skate Nova Scotia and/or Skate Canada who are **18 years old and younger.**

- Groups affiliated with Cumberland County Minor Hockey; or
- Groups affiliated with another minor hockey association; or
- Groups affiliated with Hockey Nova Scotia or Hockey Canada who are **18 years old and younger.**

- Groups affiliated with Ringette Nova Scotia; or
- Groups affiliated with Ringette Canada who are **18 years old and younger.**

- Community groups who don't reside in the Town of Amherst and are **18 years old and younger.**

Photocopies/Stadium (Policy 72000-06)		
8 ½ X 11 (Town Paper)	\$0.10/copy	Plus HST
8 ½ X 14 (Town Paper)	\$0.15/copy	Plus HST
11 X 17 (Town Paper)	\$0.25/copy	Plus HST
8 ½ X 11 (own paper)	\$0.05/copy	Plus HST
8 ½ X 14 (own paper)	\$0.05/copy	Plus HST
11 X 17 (own paper)	\$0.10/copy	Plus HST

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

Ballfield User Policy (Policy 72300-01)		
Lights	\$18/diamond/game	Plus HST
Tournament Fee	\$100/day	Plus HST
Tournament Lights	\$30/day	Plus HST

Stadium Advertising Rates plus artwork, design and production*		
Ice logos	\$400.00	Plus HST
Dasherboard	\$400.00	Plus HST
Wall Signage (4X6)	\$400.00	Plus HST
Ice Making Machine	\$2,500.00	Plus HST
Red and Blue Line – per line (not per side)	\$100.00	Plus HST
Stairs Kick Plates	3 for \$150.00	Plus HST
Score clock Small	\$600.00	Plus HST
Score clock Large	\$850.00	Plus HST

*In addition to the advertising rate, the customer will be responsible and invoiced for all cost(s) associated with the creation of artwork, design, production & installation if applicable. Actual quote will be provided at the time the service is requested.

Off Season Stadium Rentals		
Rink Floor Only	\$50.00 per hr or \$630.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Entire Facility including meeting rooms, team rooms	\$70.00per hr or \$790.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Extra Employees	\$25.00 per person per hour	Plus HST
2 nd Floor meeting room and lounge	\$50.00 per hour or \$150.00 per day	Plus HST

*Includes one employee during that time

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

Community Credit Union Business Innovation Centre			
Rental Fee	Daily	1/2 Day	Hourly
Conference Room	\$400.00	\$250.00	\$80.00
Conference Room – Community	\$240.00	\$150.00	\$48.00
Boardroom	\$125.00	\$80.00	\$25.00
Boardroom – Community	\$75.00	\$48.00	\$15.00
Hub	\$75	\$50	
Hub – Community	\$45	\$30	
Evening & Weekend Surcharge			\$20.00
Evening & Weekend Surcharge – Community			\$12.00
Sound & Lighting Technician			\$30.00
Sound & Lighting Technician – Community			\$18.00

*HST shall be applied and be in addition to all rates noted for the Community Credit Union Business Innovation Centre

Municipal Government Act Fees – FOI-POP Section 466, MGA
The fees charged for access to information under Part XX of the MGA (Freedom of Information and Protection of Privacy) shall be in accordance with the Freedom of Information and Protection of Privacy Regulations of Nova Scotia, as amended from time to time.

Note: "All rates and charges with respect to the Amherst Water Utility will be in accordance with the schedule of rates for water and water services as approved by the Utility and Review Board of Nova Scotia from time to time and as reflected in the Order of the Board."

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Finance	User Fee Policy is reviewed with departments annually as part of the operating budget process to determine if any updates / changes are required.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Add Fee for Electric Vehicle Charging Station \$1.50/hr HST included.	Director of Finance - Wilson	Council	January 23, 2023
Increase Solid Waste Collection Uniform Charge from \$185 to \$268 per year.	Director of Finance – Wilson	Council	April 24, 2023
Increase the fees for Dog impoundments to reflect amendments made to the Companion Animal Bylaw	Director of Finance – Wilson	Council	January 22, 2024
Increase the Solid Waste Collection Uniform Charge from \$268/yr to \$278/yr, and remove the section for Beer/Liquor Concession Robb Centennial Park (Policy 72300-05)	Director of Finance - Wilson	Council	April 22, 2024
Increase Sewer Base Charges, Sewer Flat Charge and Wastewater Treatment Facility Uniform Charge.	Director of Finance – Wilson	Council	April 28, 2025

Minutes Reference Dates:

30 April 2007	29 October 2007	18 April 2008
28 May 2009	26 April 2010	24 May 2011
23 May 2012	01 May 2013	30 April 2014
12 June 2015	25 May 2016	03 October 2016
23 January 2017	23 May 2018	15 May 2019
25 May 2020	22 June 2020	27 September 2021
08 June 2022	22 April 2024	28 April 2025

MEMO

TO: Mayor Small and Members of Council
FROM: Sharon Bristol, Director, Community Living
DATE: June 16, 2025
RE: **Nova Scotia 55+ Provincial Games 2027**

Staff have submitted a bid to host the 2027 Nova Scotia 55+ Provincial Games 2027.

The Nova Scotia 55+ Society will celebrate 22 years in 2025 and this year will be the 11th anniversary of the 55+ games. This event, which has been hosted in various communities over the years, brings over 700 participants to the area for a weekend of fun, fitness and friendship.

The 55+ games have been hosted by many different municipalities around Nova Scotia. These municipalities have bid on the event 2 years prior to the games being hosted. In each submission there has been a community committee who oversees the planning and execution of the event. The event is a 4-day Wednesday-Saturday in September and includes hockey, pickleball, curling, darts, tennis, bowling etc. This opportunity has enormous potential to increase tourism, market our community and increase economic activity during this time.

Various revenue streams are accessed including Provincial grants, sponsors, registrations and user fees. The Municipality agrees to contribute \$10,000 and in kind towards the revenue for the event which will be used in the implementation of the games.

Town of Amherst staff will recruit a community committee of stakeholders to oversee the development of this event. We have strong partnerships now and this will serve to strengthen those and create new ones. We are confident that a committee of interested stakeholders can be recruited.

Although we were not successful in our bid for the 2025 games, we have revamped our proposal based on feedback from our 2023 pitch and have submitted it for consideration.

MEMO

TO: Mayor Small and Members of Amherst Town Council

FROM: Sharon Bristol, Director, Community Living

DATE: June 16, 2025

RE: Youth Engagement Opportunities

The Strategic Plan outlines several outcomes and initiatives designed to guide our efforts over the next four years, with a focus on reducing barriers and fostering a community that is accessible, inclusive, and equitable for everyone.

As part of the “Talent Attraction and Retention” priority area, the plan identifies the development of three new engagement opportunities specifically for youth.

To support this goal, the Community Living Department is actively involving local youth through the following engagement strategies:

1. Engaging with youth to promote Anchor: Youth Space Cumberland as a welcoming hub for young people ages 12-25 and their caregivers, offering access to a wide range of health and wellness resources.
2. Our Active Living Coordinator is connecting with teachers of elementary schools to provide opportunities to engage in physical activities and build social connections.
3. Amherst Youth Town Council and the Amherst Regional High School Social Justice Committee to collaborate, plan and implement more initiatives with the Town of Amherst as the lead.

MEMO

To: Jason MacDonald, CAO
From: Aaron Bourgeois, Director, Operations
Date: June 2, 2025
Re: McCully Booster Station Capital Project

Background

The McCully Street booster station and water storage reservoir were built in the early 1970's and are used to ensure there is adequate pressure and volume of water available in the event of a structure fire in the Industrial Park. Most of the equipment in this facility is original.

In the event of a fire in the Industrial Park, the "fire loop", a phone data line system that is connected to various buildings within the park, is triggered by the activation of an individual building's sprinkler system. When activated, either the 250 hp electric or the 200 hp diesel booster pump will start and boosts the water pressure in the park, at the same time 2 altitude valves close automatically to isolate the park from the rest of the distribution system.

The 2022/23 capital budget included a project to complete a study on the condition of and the costs to upgrade the McCully Street pressure boosting station.

The 2023/24 capital budget was created and approved before the study was completed. Not knowing what the potential costs of any recommended upgrades would be, staff included \$300,000 in the budget.

Discussion

The study was completed in June 2024 and offered 3 options to upgrade the facility.

- Option 1 – replace the 2 existing pumps with one new electric pump, upgrade the controls, and install a permanent standby generator. The estimated cost to complete this work is **\$818,000 +HST**
- Option 2 – replace the 2 existing pumps with 2 new pumps (diesel & electric), upgrade the controls and electrical wiring, and install a generator connection so a temporary generator could be used if needed. The estimated cost to complete this work is **\$1,130,000 +HST**
- Option 3- Complete station redesign / rebuild. This option would see the replacement of all the equipment within the facility. The estimated cost to complete this work is **\$2,235,000 +HST**

It is important to note that the system, as is, is still operational and is tested on a weekly basis by water utility staff. The biggest concern is sourcing repair/replacement parts if needed due to the age of the existing equipment.

Recommendation

I would recommend option 2, the upgrades included in this option would ensure the pumping system operates reliably for many years. I am also recommending the project be postponed until there is an opportunity to apply for provincial or federal funding to help offset the cost of the project.

MEMO

TO: Mayor Small and Members of Council

FROM: Andrew Fisher, Director, Planning & Economic Development

DATE: June 16, 2025

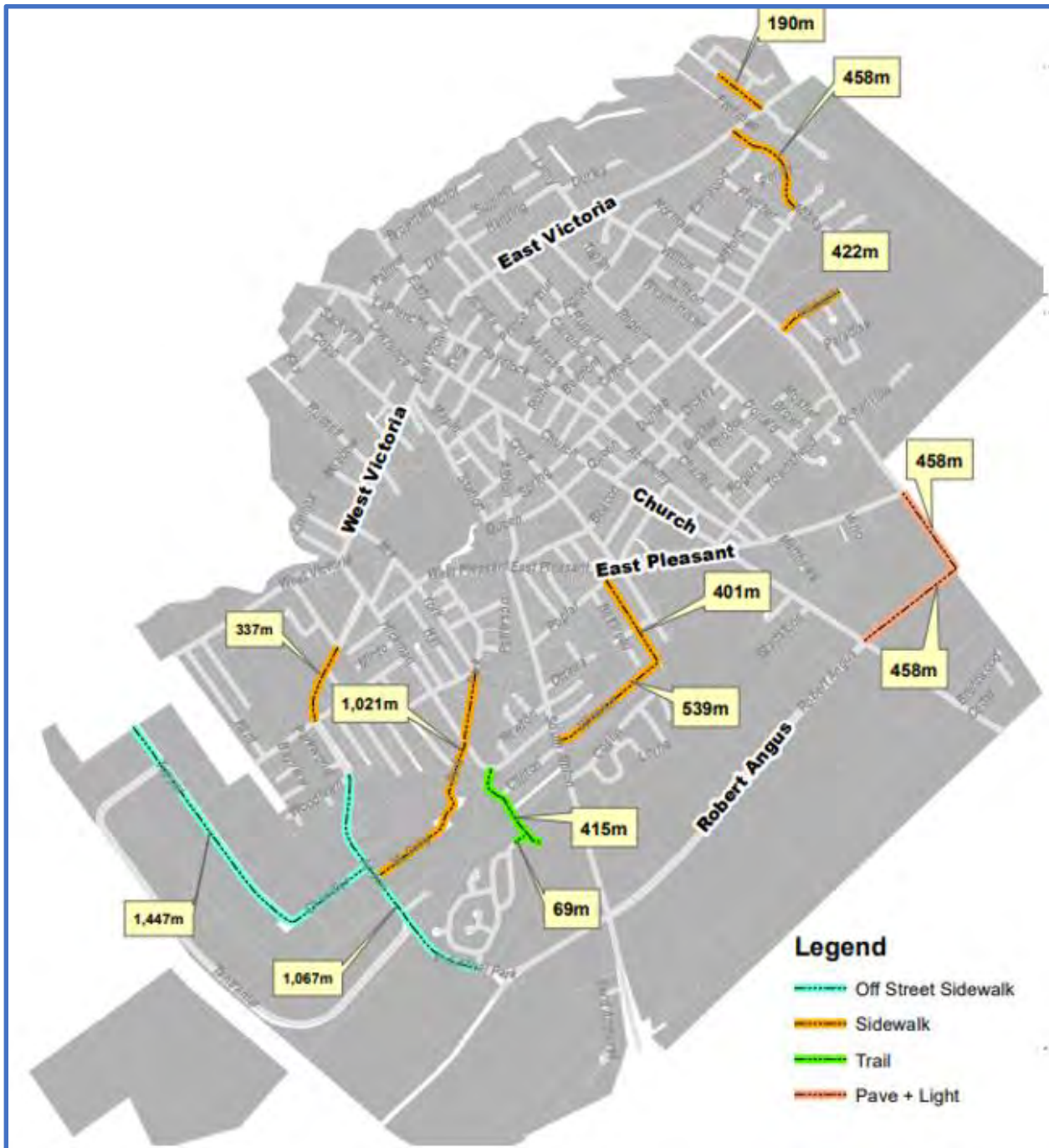
RE: **Active Transportation**

One of Council’s Strategic Priorities under Transportation is to review the Active Transportation Strategy to determine next actions. This memo provides a background of the work completed, the work to be undertaken in 2025, and how active transportation fits into the broader Mobility Strategy being developed over the next year.

Amherst’s first Active Transportation Strategy, adopted in 2018, provided a 5-year implementation plan that was almost fully implemented (the strategy is on the town website by following the path: Home>Government>Reports>Recreation). In 2023, rather than write a new strategy staff identified gaps and potential upgrades in the AT network to guide capital budgets over the last few years. Based on the map showing potential upgrades provided on the following page, the following AT improvements were made:

2023/24 - Capital Budget	
SIDEWALKS	Actual Cost
Maltby Court ~ Park Street to West Highlands (TOA) - new construction	\$ 5,169
Cornwall Street ~ Anson Ave to Kent Drive (TOA) - replacement	16,119
Prince Arthur Street ~ Maple to Church - both sides (TOA) - replacement	31,795
Mission Street ~ Hickman to York (TOA) - replacement	14,887
Tactile Plates - pilot project downtown	8,285
West Victoria Street ~ Hickman to Lusby	21,027
Subtotal	97,282
2024/25 - Capital Budget	
SIDEWALKS	Actual Cost
LaPlanche ~ east side Victoria to Lawrence (TOA)	32,954
Cornwall Street ~ Anson to Cordova (TOA)	11,730
Beacon ~ Croft to Church (TOA)	20,041
West Victoria ~ south side Hickman to CNR (TOA) - continuation of project from prior year	15,947
Derby ~ Victoria to Trail (new sidewalk) (TOA)	16,757
Trail ~ Clinton Street to NSCC and Southgate Village (new gravel trail) (TOA)	17,531
Tactile Plates ~ Victoria @ Havelock Intersection and Town Hall crosswalk	4,935
Subtotal	119,895
2025/26 - Capital Budget	
SIDEWALKS	Budget
Havelock Street ~ Prince Arthur to Spring (TOA)	40,000
Wellington Street ~ Croft to Church (TOA)	19,000
Dickey Street North Side ~ Rupert to Donald (TOA)	18,000
Donald Avenue ~ Dickey to Dickey Brook	6,000
Anson Avenue (new sidewalk) ~ Liberty to Cornwall (TOA)	24,000
Abbey Road (new sidewalk) ~ Spring to Victoria (TOA)	46,000
Tactile Plates ~ Victoria @ Lawrence Intersection	8,000
Subtotal	161,000
Total Investment in Active Transportation Projects	\$ 378,178

Staff anticipate forwarding additional AT improvements for Council's consideration in next year's budget process. Another Strategic Priority is to develop a Mobility Strategy by March 2026. The Transit Feasibility Study, Cumberland Joint Accessibility Plan, Active Living Strategy, Accessibility Strategy will all inform the overall Mobility Strategy.



MEMORANDUM

TO: Mayor Small and Members of Amherst Town Council
FROM: Emily Wainwright, Dangerous & Unsightly Premises Administrator
DATE: June 16, 2025
RE: Dangerous & Unsightly Premises Semi-Annual Report

As per the Municipal Government Act, Section 345 (3), the administrator shall at least twice per year table a public report to the council describing the status of dangerous or unsightly property orders including remedial progress made regarding properties for which orders were issued pursuant to this.

Reporting Period: November 1, 2024 – May 31, 2025

Attached is the full report detailing all activity related to dangerous and unsightly properties during the above reporting period. Key statistics are summarized below:

- 27 new complaints were received:
 - 14 related to garbage, junk, or rubbish accumulation
 - 5 related to violations of the *Minimum Standards for Residential Occupancies Bylaw* (Bylaw P-4)
 - 2 concerning dangerous properties
 - 1 regarding long grass
 - 1 related to a derelict vehicle
 - 1 involving improper solid waste management (Industrial, Commercial, Institutional bins)
 - 3 complaints were determined to be invalid
- 10 properties were proactively identified by the Administrator
- 34 initial site inspections were conducted
- 123 follow-up inspections were completed
- 72 notices and orders were issued:
 - 18 First Notices
 - 27 Second Notices
 - 27 Orders
- 42 files were closed:
 - 32 properties were brought into compliance by the property owner
 - 5 properties were remediated through Town-hired services
 - 5 complaints were closed as invalid





Town Wide Scan – Spring 2025

The semi-annual Town Wide Scan has been completed and 12 properties were identified as dangerous or unsightly under the Municipal Government Act. Action has been taken on these 12 properties.

Demolitions

1 McCully Street

On May 2, 2022, the Planning Advisory Committee ordered demolition of the building located at 1 McCully Street, with a deadline of July 31, 2022. As requested at the time by the representatives of the owner, demolition did not proceed. As no progress was made by the property owner, the town, through a Request for Proposal, awarded Dexter Construction the project. The building was demolished between January 13 and January 22, 2025, and the file has been closed. All fees associated with this demolition were billed to the property owners tax account.

32 Park Street

On July 2, 2024, the Planning Advisory Committee ordered demolition of the building located at 32 Park Street, with a deadline of September 30, 2024. As of August 25, 2024, there has been a change in ownership and a demolition permit was issued on September 17, 2024. The new property owner completed the required work in January 2025 and the file has been closed.

19 Spring Street

On September 25, 2024, the Planning Advisory Committee ordered demolition of the building located at 19 Spring Street, with a deadline of November 25, 2024. An order to vacate the building was issued on September 12, 2024. As of May 2025, the building is still occupied. Staff have sought legal opinion on proceeding with demolition.

77 Station Street

On September 25, 2024, the Planning Advisory Committee ordered demolition of the building located at 77 Station Street, with a deadline of December 24, 2024. As there had been no progress by the property owner, the town, through a Request for Proposal, awarded All-Tech Environmental Services Inc. the project of conducting a hazardous materials assessment on the building, which occurred on January 10, 2025.





After discussion with CN and the timeline provided for a demolition work permit and CN flagger availability, staff determined it appropriate to complete the clean-out of the contents of the building, prior to demolition. This project, through a Request for Proposal, was awarded to Fundy Landscaping Services. The clean-out of contents was completed between May 28 and June 4, 2025.

Due to the significant number of hazardous materials and unknown substances in the building that cannot be disposed of locally, GFL Environmental is scheduled to remove these items to have them properly packaged, transported, and disposed of at an appropriate facility.

Request for Proposal documents for the demolition of the building have been completed and are ready to be released once all hazardous materials have been removed. As long as immediate action is not required in the meantime, demolition is expected to occur late summer or early fall once CN reviews the winning proponent's execution plan and when there is an availability of CN flaggers.

16 Rupert Street

On June 2, 2025, the Planning Advisory Committee ordered demolition of the accessory building located at 16 Rupert Street. As the deadline is September 1, 2025, no action from the town has been taken. If process has not been made by the owner upon the deadline, and no immediate action is required in the meantime, staff will procure a contractor to complete the required work.

27 Westminster Avenue

On June 2, 2025, the Planning Advisory Committee ordered demolition of the building and accessory building located at 27 Westminster Street. As the deadline is October 1, 2025, no action from the town has been taken. If process has not been made by the owner upon the deadline, and no immediate action is required in the meantime, staff will procure a contractor to complete the required work.

Conclusion

Ongoing challenges persist with repeat offender properties. However, with the recent approval of Special Constable status to the Administrator, staff are optimistic that this enhanced authority will support efforts to achieve compliance at these locations.





As of June 1, 2025, we have 40 open files, including:

- 15 related to garbage, junk, or rubbish accumulation
- 12 related to vacant buildings
- 7 related to long grass
- 3 related to dangerous properties
- 2 Minimum Standards for Residential Occupancies, P-4, violations

Attachments

- *20250616 D&U TS Plan Reporting*



Bylaw Report

For Period: November 01 2024 To May 31 2025

AppType = US

Processes	Total
610110 Received Unsightly Complaint	27
610120 Site Visit	34
610210 No Action Required	3
610220 Educational Material	8
610230 First Notice	18
610250 Followup Inspection	123
610260 Second Notice	27
610310 Issue Order	27
610340 Compliance	34
610350 Inform Finance	28
610440 Close File	42
Total	371

Bylaw Types	Total
Dangerous Unsightly	371
Total	371

File No	File Type	Process	Date Entered	Location
US2021-053				
US2021-053	US	610350 Inform Finance	21-Nov-2024	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	21-Nov-2024	1 Mccully St, Amhest
US2021-053	US	610250 Followup Inspection	04-Dec-2024	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	24-Jan-2025	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	07-Feb-2025	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	07-Feb-2025	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	07-Feb-2025	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	11-Mar-2025	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	27-Mar-2025	1 Mccully St, Amhest
US2021-053	US	610440 Close File	01-Apr-2025	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	06-May-2025	1 Mccully St, Amhest
US2022-061				
US2022-061	US	610440 Close File	15-Apr-2025	28 Laplanche St, Amherst
US2023-006				
US2023-006	US	610250 Followup Inspection	12-Mar-2025	80 Hickman St, Amherst
US2023-006	US	610260 Second Notice	12-Mar-2025	80 Hickman St, Amherst
US2023-006	US	610250 Followup Inspection	24-Apr-2025	80 Hickman St, Amherst
US2023-063				
US2023-063	US	610260 Second Notice	14-Nov-2024	52 Willow St, Amherst
US2023-063	US	610250 Followup Inspection	15-Nov-2024	52 Willow St, Amherst
US2023-063	US	610350 Inform Finance	15-Nov-2024	52 Willow St, Amherst
US2023-063	US	610350 Inform Finance	15-Nov-2024	52 Willow St, Amherst
US2023-063	US	610440 Close File	18-Nov-2024	52 Willow St, Amherst
US2023-063	US	610350 Inform Finance	19-Nov-2024	52 Willow St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-093				
US2023-093	US	610440 Close File	04-Nov-2024	40 Crescent Ave, Amherst
US2023-105				
US2023-105	US	610250 Followup Inspection	12-Nov-2024	7 Spring St, Amherst
US2023-105	US	610310 Issue Order	12-Nov-2024	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	03-Dec-2024	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	17-Dec-2024	7 Spring St, Amherst
US2023-105	US	610310 Issue Order	17-Dec-2024	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	11-Feb-2025	7 Spring St, Amherst
US2023-105	US	610310 Issue Order	11-Feb-2025	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	18-Feb-2025	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	28-Feb-2025	7 Spring St, Amherst
US2023-105	US	610260 Second Notice	12-Mar-2025	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	14-Mar-2025	7 Spring St, Amherst
US2023-105	US	610110 Received Unsightly Complain	26-Mar-2025	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	01-Apr-2025	7 Spring St, Amherst
US2023-105	US	610310 Issue Order	01-Apr-2025	7 Spring St, Amherst
US2023-105	US	610230 First Notice	08-May-2025	7 Spring St, Amherst
US2023-105	US	610250 Followup Inspection	14-May-2025	7 Spring St, Amherst
US2023-105	US	610260 Second Notice	14-May-2025	7 Spring St, Amherst
US2023-106				
US2023-106	US	610250 Followup Inspection	12-Nov-2024	52 Albion St, Amherst
US2023-106	US	610310 Issue Order	12-Nov-2024	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	18-Nov-2024	52 Albion St, Amherst
US2023-106	US	610340 Compliance	18-Nov-2024	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	17-Dec-2024	52 Albion St, Amherst
US2023-106	US	610310 Issue Order	17-Dec-2024	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	11-Feb-2025	52 Albion St, Amherst
US2023-106	US	610310 Issue Order	11-Feb-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	18-Feb-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	21-Feb-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	28-Feb-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	04-Mar-2025	52 Albion St, Amherst
US2023-106	US	610310 Issue Order	05-Mar-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	07-Mar-2025	52 Albion St, Amherst
US2023-106	US	610350 Inform Finance	11-Mar-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	14-Mar-2025	52 Albion St, Amherst
US2023-106	US	610310 Issue Order	14-Mar-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	17-Mar-2025	52 Albion St, Amherst
US2023-106	US	610350 Inform Finance	17-Mar-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	01-Apr-2025	52 Albion St, Amherst
US2023-106	US	610260 Second Notice	01-Apr-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	03-Apr-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	04-Apr-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	07-Apr-2025	52 Albion St, Amherst
US2023-106	US	610350 Inform Finance	07-Apr-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	08-Apr-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	11-Apr-2025	52 Albion St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2023-106	US	610250 Followup Inspection	11-Apr-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	22-Apr-2025	52 Albion St, Amherst
US2023-106	US	610110 Received Unsightly Complain	22-Apr-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	28-Apr-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	28-Apr-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	29-Apr-2025	52 Albion St, Amherst
US2023-106	US	610350 Inform Finance	06-May-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	07-May-2025	52 Albion St, Amherst
US2023-106	US	610250 Followup Inspection	08-May-2025	52 Albion St, Amherst
US2023-111				
US2023-111	US	610440 Close File	18-Nov-2024	2 York St, Amherst
US2023-111	US	610250 Followup Inspection	18-Nov-2024	2 York St, Amherst
US2023-111	US	610340 Compliance	18-Nov-2024	2 York St, Amherst
US2024-006				
US2024-006	US	610350 Inform Finance	21-Nov-2024	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	21-Nov-2024	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	05-Dec-2024	77 Station St, Amherst
US2024-006	US	610230 First Notice	08-Jan-2025	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	10-Jan-2025	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	21-Jan-2025	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	31-Jan-2025	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	04-Feb-2025	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	11-Mar-2025	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	07-Apr-2025	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	24-Apr-2025	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	30-Apr-2025	77 Station St, Amherst
US2024-006	US	610250 Followup Inspection	02-May-2025	77 Station St, Amherst
US2024-006	US	610350 Inform Finance	22-May-2025	77 Station St, Amherst
US2024-008				
US2024-008	US	610250 Followup Inspection	18-Dec-2024	19 Spring St, Amherst
US2024-009				
US2024-009	US	610250 Followup Inspection	13-Jan-2025	32 Park St, Amherst
US2024-009	US	610340 Compliance	13-Jan-2025	32 Park St, Amherst
US2024-009	US	610440 Close File	30-Jan-2025	32 Park St, Amherst
US2024-020				
US2024-020	US	610440 Close File	18-Nov-2024	35 Park St, Amherst
US2024-020	US	610250 Followup Inspection	18-Nov-2024	35 Park St, Amherst
US2024-020	US	610340 Compliance	18-Nov-2024	35 Park St, Amherst
US2024-021				
US2024-021	US	610250 Followup Inspection	10-Apr-2025	4 Industrial Park Dr, Amherst
US2024-021	US	610350 Inform Finance	22-May-2025	4 Industrial Park Dr, Amherst
US2024-023				
US2024-023	US	610250 Followup Inspection	05-Nov-2024	11 West Victoria St, Amherst
US2024-023	US	610340 Compliance	05-Nov-2024	11 West Victoria St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-023	US	610250 Followup Inspection	12-Nov-2024	11 West Victoria St, Amherst
US2024-023	US	610310 Issue Order	12-Nov-2024	11 West Victoria St, Amherst
US2024-023	US	610250 Followup Inspection	20-Nov-2024	11 West Victoria St, Amherst
US2024-023	US	610340 Compliance	20-Nov-2024	11 West Victoria St, Amherst
US2024-023	US	610440 Close File	11-Dec-2024	11 West Victoria St, Amherst
US2024-024				
US2024-024	US	610250 Followup Inspection	18-Nov-2024	103 Willow St, Amherst
US2024-024	US	610310 Issue Order	18-Nov-2024	103 Willow St, Amherst
US2024-024	US	610220 Educational Material	18-Nov-2024	103 Willow St, Amherst
US2024-024	US	610250 Followup Inspection	19-Dec-2024	103 Willow St, Amherst
US2024-041				
US2024-041	US	610250 Followup Inspection	05-Nov-2024	22 Eddy St, Amherst
US2024-041	US	610250 Followup Inspection	18-Nov-2024	22 Eddy St, Amherst
US2024-041	US	610310 Issue Order	19-Nov-2024	22 Eddy St, Amherst
US2024-041	US	610250 Followup Inspection	25-Nov-2024	22 Eddy St, Amherst
US2024-041	US	610250 Followup Inspection	07-May-2025	22 Eddy St, Amherst
US2024-041	US	610310 Issue Order	08-May-2025	22 Eddy St, Amherst
US2024-041	US	610250 Followup Inspection	16-May-2025	22 Eddy St, Amherst
US2024-041	US	610250 Followup Inspection	23-May-2025	22 Eddy St, Amherst
US2024-042				
US2024-042	US	610250 Followup Inspection	16-Apr-2025	27 Westminster Ave, Amherst
US2024-042	US	610230 First Notice	16-Apr-2025	27 Westminster Ave, Amherst
US2024-042	US	610250 Followup Inspection	16-Apr-2025	27 Westminster Ave, Amherst
US2024-042	US	610230 First Notice	16-May-2025	27 Westminster Ave, Amherst
US2024-042	US	610250 Followup Inspection	16-May-2025	27 Westminster Ave, Amherst
US2024-065				
US2024-065	US	610250 Followup Inspection	06-Nov-2024	29 Patterson St, Amherst
US2024-065	US	610250 Followup Inspection	16-Apr-2025	29 Patterson St, Amherst
US2024-065	US	610230 First Notice	16-Apr-2025	29 Patterson St, Amherst
US2024-065	US	610230 First Notice	17-Apr-2025	29 Patterson St, Amherst
US2024-065	US	610310 Issue Order	01-May-2025	29 Patterson St, Amherst
US2024-076				
US2024-076	US	610250 Followup Inspection	05-Nov-2024	5 South Adelaide St, Amherst
US2024-076	US	610340 Compliance	05-Nov-2024	5 South Adelaide St, Amherst
US2024-076	US	610440 Close File	08-Nov-2024	5 South Adelaide St, Amherst
US2024-077				
US2024-077	US	610260 Second Notice	19-Dec-2024	4 Minto St, Amherst
US2024-077	US	610250 Followup Inspection	04-Apr-2025	4 Minto St, Amherst
US2024-077	US	610340 Compliance	04-Apr-2025	4 Minto St, Amherst
US2024-077	US	610440 Close File	07-Apr-2025	4 Minto St, Amherst
US2024-079				
US2024-079	US	610250 Followup Inspection	01-Nov-2024	47 Spring St, Amherst
US2024-079	US	610340 Compliance	01-Nov-2024	47 Spring St, Amherst
US2024-079	US	610440 Close File	04-Nov-2024	47 Spring St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-080				
US2024-080	US	610250 Followup Inspection	26-Nov-2024	36 Park St, Amherst
US2024-080	US	610340 Compliance	26-Nov-2024	36 Park St, Amherst
US2024-080	US	610440 Close File	11-Dec-2024	36 Park St, Amherst
US2024-082				
US2024-082	US	610250 Followup Inspection	20-Nov-2024	3 Dale St, Amherst
US2024-082	US	610260 Second Notice	21-Nov-2024	3 Dale St, Amherst
US2024-082	US	610250 Followup Inspection	18-Dec-2024	3 Dale St, Amherst
US2024-082	US	610310 Issue Order	18-Dec-2024	3 Dale St, Amherst
US2024-082	US	610250 Followup Inspection	28-Jan-2025	3 Dale St, Amherst
US2024-082	US	610230 First Notice	31-Jan-2025	3 Dale St, Amherst
US2024-082	US	610250 Followup Inspection	18-Mar-2025	3 Dale St, Amherst
US2024-082	US	610250 Followup Inspection	21-Mar-2025	3 Dale St, Amherst
US2024-082	US	610350 Inform Finance	31-Mar-2025	3 Dale St, Amherst
US2024-082	US	610230 First Notice	11-Apr-2025	3 Dale St, Amherst
US2024-082	US	610250 Followup Inspection	17-Apr-2025	3 Dale St, Amherst
US2024-082	US	610440 Close File	29-Apr-2025	3 Dale St, Amherst
US2024-082	US	610350 Inform Finance	29-Apr-2025	3 Dale St, Amherst
US2024-085				
US2024-085	US	610250 Followup Inspection	18-Nov-2024	15 Palmer St, Amherst
US2024-085	US	610340 Compliance	18-Nov-2024	15 Palmer St, Amherst
US2024-085	US	610440 Close File	18-Nov-2024	15 Palmer St, Amherst
US2024-086				
US2024-086	US	610440 Close File	04-Nov-2024	19 Russell St, Amherst
US2024-086	US	610350 Inform Finance	15-Nov-2024	19 Russell St, Amherst
US2024-086	US	610350 Inform Finance	15-Nov-2024	19 Russell St, Amherst
US2024-089				
US2024-089	US	610250 Followup Inspection	06-Nov-2024	14 Clinton St, Amherst
US2024-089	US	610340 Compliance	06-Nov-2024	14 Clinton St, Amherst
US2024-089	US	610440 Close File	08-Nov-2024	14 Clinton St, Amherst
US2024-090				
US2024-090	US	610250 Followup Inspection	20-Nov-2024	170 Church St, Amherst
US2024-090	US	610230 First Notice	21-Nov-2024	170 Church St, Amherst
US2024-090	US	610250 Followup Inspection	18-Dec-2024	170 Church St, Amherst
US2024-090	US	610260 Second Notice	18-Dec-2024	170 Church St, Amherst
US2024-090	US	610250 Followup Inspection	31-Jan-2025	170 Church St, Amherst
US2024-090	US	610340 Compliance	31-Jan-2025	170 Church St, Amherst
US2024-090	US	610440 Close File	31-Jan-2025	170 Church St, Amherst
US2024-091				
US2024-091	US	610440 Close File	04-Nov-2024	231 Duke St, Amherst
US2024-092				
US2024-092	US	610250 Followup Inspection	05-Nov-2024	1 Lawrence St, Amherst
US2024-092	US	610310 Issue Order	05-Nov-2024	1 Lawrence St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-092	US	610260 Second Notice	05-Nov-2024	1 Lawrence St, Amherst
US2024-092	US	610250 Followup Inspection	07-Nov-2024	1 Lawrence St, Amherst
US2024-092	US	610310 Issue Order	31-Jan-2025	1 Lawrence St, Amherst
US2024-092	US	610260 Second Notice	03-Apr-2025	1 Lawrence St, Amherst
US2024-094				
US2024-094	US	610110 Received Unsightly Complain	05-Nov-2024	43 Charles St, Amherst
US2024-094	US	610120 Site Visit	06-Nov-2024	43 Charles St, Amherst
US2024-094	US	610310 Issue Order	06-Nov-2024	43 Charles St, Amherst
US2024-094	US	610340 Compliance	18-Nov-2024	43 Charles St, Amherst
US2024-094	US	610440 Close File	18-Nov-2024	43 Charles St, Amherst
US2024-094	US	610250 Followup Inspection	18-Nov-2024	43 Charles St, Amherst
US2024-095				
US2024-095	US	610110 Received Unsightly Complain	01-Nov-2024	8 Edgewood Ave, Amherst
US2024-095	US	610120 Site Visit	06-Nov-2024	8 Edgewood Ave, Amherst
US2024-095	US	610230 First Notice	06-Nov-2024	8 Edgewood Ave, Amherst
US2024-095	US	610340 Compliance	19-Nov-2024	8 Edgewood Ave, Amherst
US2024-095	US	610440 Close File	11-Dec-2024	8 Edgewood Ave, Amherst
US2024-096				
US2024-096	US	610110 Received Unsightly Complain	13-Nov-2024	7 Crescent Ave, Amherst
US2024-096	US	610120 Site Visit	19-Nov-2024	7 Crescent Ave, Amherst
US2024-096	US	610230 First Notice	19-Nov-2024	7 Crescent Ave, Amherst
US2024-096	US	610250 Followup Inspection	06-Dec-2024	7 Crescent Ave, Amherst
US2024-096	US	610340 Compliance	19-Dec-2024	7 Crescent Ave, Amherst
US2024-096	US	610250 Followup Inspection	19-Dec-2024	7 Crescent Ave, Amherst
US2024-096	US	610440 Close File	20-Dec-2024	7 Crescent Ave, Amherst
US2024-097				
US2024-097	US	610120 Site Visit	18-Nov-2024	89 Willow St, Amherst
US2024-097	US	610260 Second Notice	18-Nov-2024	89 Willow St, Amherst
US2024-097	US	610220 Educational Material	18-Nov-2024	89 Willow St, Amherst
US2024-097	US	610250 Followup Inspection	26-Nov-2024	89 Willow St, Amherst
US2024-097	US	610340 Compliance	26-Nov-2024	89 Willow St, Amherst
US2024-097	US	610440 Close File	11-Dec-2024	89 Willow St, Amherst
US2024-098				
US2024-098	US	610110 Received Unsightly Complain	18-Nov-2024	62 Agnew St, Amherst
US2024-098	US	610120 Site Visit	19-Nov-2024	62 Agnew St, Amherst
US2024-098	US	610210 No Action Required	25-Nov-2024	62 Agnew St, Amherst
US2024-098	US	610440 Close File	25-Nov-2024	62 Agnew St, Amherst
US2024-099				
US2024-099	US	610110 Received Unsightly Complain	18-Nov-2024	147 South Albion St, Amherst
US2024-099	US	610120 Site Visit	19-Nov-2024	147 South Albion St, Amherst
US2024-099	US	610210 No Action Required	25-Nov-2024	147 South Albion St, Amherst
US2024-099	US	610440 Close File	25-Nov-2024	147 South Albion St, Amherst
US2024-100				
US2024-100	US	610110 Received Unsightly Complain	09-Dec-2024	43 Laplanche St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2024-100	US	610120 Site Visit	10-Dec-2024	43 Laplanche St, Amherst
US2024-100	US	610230 First Notice	11-Dec-2024	43 Laplanche St, Amherst
US2024-100	US	610220 Educational Material	11-Dec-2024	43 Laplanche St, Amherst
US2024-100	US	610250 Followup Inspection	19-Dec-2024	43 Laplanche St, Amherst
US2024-100	US	610250 Followup Inspection	28-Jan-2025	43 Laplanche St, Amherst
US2024-100	US	610340 Compliance	28-Jan-2025	43 Laplanche St, Amherst
US2024-100	US	610440 Close File	30-Jan-2025	43 Laplanche St, Amherst

US2025-001

US2025-001	US	610210 No Action Required	22-Jan-2025	4 Silver St, Amherst
US2025-001	US	610110 Received Unsightly Complain	22-Jan-2025	4 Silver St, Amherst
US2025-001	US	610120 Site Visit	22-Jan-2025	4 Silver St, Amherst
US2025-001	US	610440 Close File	30-Jan-2025	4 Silver St, Amherst

US2025-002

US2025-002	US	610110 Received Unsightly Complain	20-Jan-2025	49 West Victoria St, Amherst
US2025-002	US	610120 Site Visit	21-Jan-2025	49 West Victoria St, Amherst
US2025-002	US	610230 First Notice	29-Jan-2025	49 West Victoria St, Amherst
US2025-002	US	610250 Followup Inspection	03-Mar-2025	49 West Victoria St, Amherst
US2025-002	US	610340 Compliance	03-Mar-2025	49 West Victoria St, Amherst
US2025-002	US	610440 Close File	01-Apr-2025	49 West Victoria St, Amherst

US2025-003

US2025-003	US	610110 Received Unsightly Complain	08-Jan-2025	2 Queen St EXT, Amherst
US2025-003	US	610440 Close File	01-Apr-2025	2 Queen St EXT, Amherst

US2025-004

US2025-004	US	610110 Received Unsightly Complain	10-Feb-2025	16 Rupert St, Amherst
US2025-004	US	610120 Site Visit	10-Feb-2025	16 Rupert St, Amherst
US2025-004	US	610250 Followup Inspection	12-Feb-2025	16 Rupert St, Amherst
US2025-004	US	610260 Second Notice	13-Feb-2025	16 Rupert St, Amherst
US2025-004	US	610250 Followup Inspection	15-May-2025	16 Rupert St, Amherst
US2025-004	US	610230 First Notice	16-May-2025	16 Rupert St, Amherst
US2025-004	US	610250 Followup Inspection	16-May-2025	16 Rupert St, Amherst

US2025-005

US2025-005	US	610110 Received Unsightly Complain	04-Feb-2025	80 Rupert St, Amherst
US2025-005	US	610120 Site Visit	13-Feb-2025	80 Rupert St, Amherst
US2025-005	US	610230 First Notice	28-Feb-2025	80 Rupert St, Amherst
US2025-005	US	610340 Compliance	18-Mar-2025	80 Rupert St, Amherst
US2025-005	US	610440 Close File	02-Apr-2025	80 Rupert St, Amherst

US2025-006

US2025-006	US	610120 Site Visit	11-Feb-2025	86 Church St, Amherst
US2025-006	US	610310 Issue Order	11-Feb-2025	86 Church St, Amherst
US2025-006	US	610250 Followup Inspection	18-Feb-2025	86 Church St, Amherst
US2025-006	US	610250 Followup Inspection	27-Feb-2025	86 Church St, Amherst
US2025-006	US	610440 Close File	27-Feb-2025	86 Church St, Amherst
US2025-006	US	610340 Compliance	27-Feb-2025	86 Church St, Amherst

US2025-007

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-007	US	610110 Received Unsightly Complain	24-Feb-2025	25 Palmer St, Amherst
US2025-007	US	610120 Site Visit	27-Feb-2025	25 Palmer St, Amherst
US2025-007	US	610260 Second Notice	28-Feb-2025	25 Palmer St, Amherst
US2025-007	US	610250 Followup Inspection	21-Mar-2025	25 Palmer St, Amherst
US2025-007	US	610310 Issue Order	08-Apr-2025	25 Palmer St, Amherst
US2025-007	US	610310 Issue Order	01-May-2025	25 Palmer St, Amherst
US2025-008				
US2025-008	US	610110 Received Unsightly Complain	26-Feb-2025	43 Laplanche St, Amherst
US2025-008	US	610120 Site Visit	27-Feb-2025	43 Laplanche St, Amherst
US2025-008	US	610230 First Notice	28-Feb-2025	43 Laplanche St, Amherst
US2025-008	US	610250 Followup Inspection	05-Mar-2025	43 Laplanche St, Amherst
US2025-008	US	610340 Compliance	05-Mar-2025	43 Laplanche St, Amherst
US2025-008	US	610250 Followup Inspection	09-Apr-2025	43 Laplanche St, Amherst
US2025-008	US	610250 Followup Inspection	22-Apr-2025	43 Laplanche St, Amherst
US2025-008	US	610250 Followup Inspection	23-Apr-2025	43 Laplanche St, Amherst
US2025-008	US	610250 Followup Inspection	24-Apr-2025	43 Laplanche St, Amherst
US2025-008	US	610340 Compliance	24-Apr-2025	43 Laplanche St, Amherst
US2025-008	US	610440 Close File	28-Apr-2025	43 Laplanche St, Amherst
US2025-009				
US2025-009	US	610110 Received Unsightly Complain	20-Feb-2025	23 East Pleasant St, Amherst
US2025-009	US	610120 Site Visit	21-Feb-2025	23 East Pleasant St, Amherst
US2025-009	US	610250 Followup Inspection	07-Mar-2025	23 East Pleasant St, Amherst
US2025-009	US	610230 First Notice	07-Mar-2025	23 East Pleasant St, Amherst
US2025-009	US	610250 Followup Inspection	04-Apr-2025	23 East Pleasant St, Amherst
US2025-009	US	610340 Compliance	04-Apr-2025	23 East Pleasant St, Amherst
US2025-009	US	610440 Close File	07-Apr-2025	23 East Pleasant St, Amherst
US2025-010				
US2025-010	US	610120 Site Visit	07-Mar-2025	65 Havelock Ave, Amherst
US2025-010	US	610230 First Notice	07-Mar-2025	65 Havelock Ave, Amherst
US2025-010	US	610220 Educational Material	07-Mar-2025	65 Havelock Ave, Amherst
US2025-010	US	610250 Followup Inspection	21-Mar-2025	65 Havelock Ave, Amherst
US2025-010	US	610260 Second Notice	21-Mar-2025	65 Havelock Ave, Amherst
US2025-010	US	610250 Followup Inspection	01-May-2025	65 Havelock Ave, Amherst
US2025-010	US	610340 Compliance	01-May-2025	65 Havelock Ave, Amherst
US2025-010	US	610440 Close File	07-May-2025	65 Havelock Ave, Amherst
US2025-011				
US2025-011	US	610110 Received Unsightly Complain	10-Mar-2025	119 East Victoria St, Amherst
US2025-011	US	610120 Site Visit	11-Mar-2025	119 East Victoria St, Amherst
US2025-012				
US2025-012	US	610110 Received Unsightly Complain	14-Mar-2025	9 Crescent Ave, Amherst
US2025-012	US	610120 Site Visit	14-Mar-2025	9 Crescent Ave, Amherst
US2025-012	US	610260 Second Notice	14-Mar-2025	9 Crescent Ave, Amherst
US2025-012	US	610260 Second Notice	21-Mar-2025	9 Crescent Ave, Amherst
US2025-012	US	610250 Followup Inspection	04-Apr-2025	9 Crescent Ave, Amherst
US2025-012	US	610340 Compliance	04-Apr-2025	9 Crescent Ave, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-012	US	610440 Close File	07-Apr-2025	9 Crescent Ave, Amherst
US2025-013				
US2025-013	US	610110 Received Unsightly Complain	19-Mar-2025	4 Terrace St, Amherst
US2025-013	US	610120 Site Visit	19-Mar-2025	4 Terrace St, Amherst
US2025-013	US	610260 Second Notice	19-Mar-2025	4 Terrace St, Amherst
US2025-013	US	610220 Educational Material	19-Mar-2025	4 Terrace St, Amherst
US2025-013	US	610250 Followup Inspection	03-Apr-2025	4 Terrace St, Amherst
US2025-013	US	610310 Issue Order	07-Apr-2025	4 Terrace St, Amherst
US2025-013	US	610250 Followup Inspection	23-Apr-2025	4 Terrace St, Amherst
US2025-013	US	610260 Second Notice	24-Apr-2025	4 Terrace St, Amherst
US2025-013	US	610250 Followup Inspection	08-May-2025	4 Terrace St, Amherst
US2025-013	US	610340 Compliance	08-May-2025	4 Terrace St, Amherst
US2025-013	US	610440 Close File	14-May-2025	4 Terrace St, Amherst
US2025-014				
US2025-014	US	610120 Site Visit	20-Mar-2025	5 Spring St, Amherst
US2025-014	US	610260 Second Notice	20-Mar-2025	5 Spring St, Amherst
US2025-014	US	610220 Educational Material	20-Mar-2025	5 Spring St, Amherst
US2025-014	US	610250 Followup Inspection	03-Apr-2025	5 Spring St, Amherst
US2025-014	US	610310 Issue Order	03-Apr-2025	5 Spring St, Amherst
US2025-014	US	610250 Followup Inspection	22-Apr-2025	5 Spring St, Amherst
US2025-014	US	610250 Followup Inspection	23-Apr-2025	5 Spring St, Amherst
US2025-014	US	610440 Close File	28-Apr-2025	5 Spring St, Amherst
US2025-014	US	610350 Inform Finance	29-Apr-2025	5 Spring St, Amherst
US2025-014	US	610350 Inform Finance	06-May-2025	5 Spring St, Amherst
US2025-015				
US2025-015	US	610120 Site Visit	20-Mar-2025	2 Queen St, Amherst
US2025-015	US	610260 Second Notice	20-Mar-2025	2 Queen St, Amherst
US2025-015	US	610220 Educational Material	20-Mar-2025	2 Queen St, Amherst
US2025-015	US	610250 Followup Inspection	01-Apr-2025	2 Queen St, Amherst
US2025-015	US	610250 Followup Inspection	11-Apr-2025	2 Queen St, Amherst
US2025-015	US	610340 Compliance	11-Apr-2025	2 Queen St, Amherst
US2025-015	US	610440 Close File	15-Apr-2025	2 Queen St, Amherst
US2025-016				
US2025-016	US	610120 Site Visit	20-Mar-2025	61 Albion St, Amherst
US2025-016	US	610260 Second Notice	20-Mar-2025	61 Albion St, Amherst
US2025-016	US	610220 Educational Material	20-Mar-2025	61 Albion St, Amherst
US2025-016	US	610340 Compliance	01-Apr-2025	61 Albion St, Amherst
US2025-016	US	610440 Close File	07-Apr-2025	61 Albion St, Amherst
US2025-017				
US2025-017	US	610110 Received Unsightly Complain	02-Apr-2025	166 Church St, Amherst
US2025-017	US	610120 Site Visit	04-Apr-2025	166 Church St, Amherst
US2025-017	US	610260 Second Notice	04-Apr-2025	166 Church St, Amherst
US2025-017	US	610250 Followup Inspection	15-Apr-2025	166 Church St, Amherst
US2025-017	US	610310 Issue Order	15-Apr-2025	166 Church St, Amherst
US2025-017	US	610250 Followup Inspection	23-Apr-2025	166 Church St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-017	US	610340 Compliance	23-Apr-2025	166 Church St, Amherst
US2025-017	US	610250 Followup Inspection	29-Apr-2025	166 Church St, Amherst
US2025-017	US	610310 Issue Order	29-Apr-2025	166 Church St, Amherst
US2025-017	US	610250 Followup Inspection	15-May-2025	166 Church St, Amherst
US2025-017	US	610340 Compliance	16-May-2025	166 Church St, Amherst
US2025-018				
US2025-018	US	610120 Site Visit	09-Apr-2025	10 Erncliff St, Amherst
US2025-018	US	610260 Second Notice	15-Apr-2025	10 Erncliff St, Amherst
US2025-019				
US2025-019	US	610110 Received Unsightly Complain	09-Apr-2025	22 Russell St, Amherst
US2025-019	US	610120 Site Visit	09-Apr-2025	22 Russell St, Amherst
US2025-019	US	610260 Second Notice	15-Apr-2025	22 Russell St, Amherst
US2025-019	US	610250 Followup Inspection	01-May-2025	22 Russell St, Amherst
US2025-019	US	610340 Compliance	01-May-2025	22 Russell St, Amherst
US2025-019	US	610440 Close File	07-May-2025	22 Russell St, Amherst
US2025-020				
US2025-020	US	610120 Site Visit	17-Apr-2025	1 Dale St, Amherst
US2025-020	US	610260 Second Notice	17-Apr-2025	1 Dale St, Amherst
US2025-020	US	610250 Followup Inspection	26-May-2025	1 Dale St, Amherst
US2025-020	US	610340 Compliance	26-May-2025	1 Dale St, Amherst
US2025-020	US	610440 Close File	30-May-2025	1 Dale St, Amherst
US2025-021				
US2025-021	US	610110 Received Unsightly Complain	15-Apr-2025	3 Dale St, Amherst
US2025-021	US	610120 Site Visit	17-Apr-2025	3 Dale St, Amherst
US2025-021	US	610440 Close File	29-Apr-2025	3 Dale St, Amherst
US2025-022				
US2025-022	US	610110 Received Unsightly Complain	28-Apr-2025	17 Patterson St, Amherst
US2025-022	US	610120 Site Visit	29-Apr-2025	17 Patterson St, Amherst
US2025-022	US	610260 Second Notice	29-Apr-2025	17 Patterson St, Amherst
US2025-022	US	610250 Followup Inspection	07-May-2025	17 Patterson St, Amherst
US2025-022	US	610310 Issue Order	07-May-2025	17 Patterson St, Amherst
US2025-023				
US2025-023	US	610120 Site Visit	29-Apr-2025	29 Clifford St, Amherst
US2025-023	US	610260 Second Notice	30-Apr-2025	29 Clifford St, Amherst
US2025-023	US	610250 Followup Inspection	26-May-2025	29 Clifford St, Amherst
US2025-025				
US2025-025	US	610110 Received Unsightly Complain	20-May-2025	49 West Pleasant St, Amherst
US2025-025	US	610120 Site Visit	26-May-2025	49 West Pleasant St, Amherst
US2025-026				
US2025-026	US	610110 Received Unsightly Complain	07-May-2025	31 East Victoria St, Amherst
US2025-026	US	610120 Site Visit	07-May-2025	31 East Victoria St, Amherst
US2025-027				

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2025-027	US	610120 Site Visit	12-May-2025	32 West Pleasant St, Amherst
US2025-027	US	610310 Issue Order	13-May-2025	32 West Pleasant St, Amherst
US2025-027	US	610250 Followup Inspection	26-May-2025	32 West Pleasant St, Amherst
US2025-027	US	610340 Compliance	26-May-2025	32 West Pleasant St, Amherst
US2025-027	US	610440 Close File	30-May-2025	32 West Pleasant St, Amherst
US2025-028				
US2025-028	US	610110 Received Unsightly Complain	30-Apr-2025	3 Dale St, Amherst
US2025-028	US	610120 Site Visit	26-May-2025	3 Dale St, Amherst
US2025-029				
US2025-029	US	610110 Received Unsightly Complain	29-May-2025	11 Abbey Rd, Amherst
US2025-029	US	610120 Site Visit	30-May-2025	11 Abbey Rd, Amherst

Total: 371

Jan-25	03000-08	HOSPITALITY EXPENSE POLICY	FINANCE	Amended January Council
	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE	Amended January Council
	03000-05	AUDIT COMMITTEE TERMS OF REFERENCE POLICY	FINANCE	Approved January Council Status quo
	10350-26	COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT	CLERK	Approved January Council Status quo
Feb-25	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS	Clerk	Amended February Council
		Sidewalk/Curb Construction Policy	Operations	Amended February Council
Mar-25	03800-03	INSTALLMENT BILLING POLICY (110-03) Themed Crosswalk Policy (new)	FINANCE	Amended March Council
	10350-25	ANNUAL PERFORMANCE REVIEW - CAO	Community Living	Approved March Council
				HR
	10350-30	ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	Combined with IDE and approved March Council
Apr-25	03800-02	TAX REDUCTION POLICY (110-02)	FINANCE	Amended April Council
	03800-04	TAX EXEMPTION POLICY	FINANCE	Amended April Council
	03470-03	USER FEES	FINANCE	Amended April Council
	04530-02	EMPLOYEE COMPUTER PURCHASED POLICY (211-29)	HR	Amended April Council
		Workforce Stability & Attrition Mgmt Policy (new)	HR	Approved April Council
May-25	P 05	VACANT BUILDING BY LAW BYLAW TO AMEND BUILDING BYLAW	PLANNING	Repealed May Council received 1st reading May Council
	03400-01	SIGNING AUTHORITY POLICY (210-12)	PLANNING	Amended May Council
				FINANCE
Jun-25	04500-04	SMOKE FREE WORKPLACE POLICY	HR	
		Ice Allocation Policy	OPERATIONS	
		Sign Rental Policy - Stadium	OPERATIONS	
03700-01	Territorial Acknowledgement Policy	COMMUNITY LIVING		
	PROCUREMENT POLICY	Communications		
Sep-25	66150-01	DANGEROUS OR UNSIGHTLY PREMISES POLICY (210-21)	PLANNING	
	04000-14	PERSONAL LEAVE OF ABSENCE POLICY	HR	
	31000-01	Standard Specifications for Municipal Services	OPERATIONS	
				POLICE
66150-02	ENFORCEMENT POLICY AND SUMMARY OFFENCE TICKETS (211-28)			
Oct-25	72000-04	ARTS & CULTURE POLICY (211-38)	COMMUNITY LIVING	

	04000-08	ATTENDANCE ADMINISTRATION (211-24)	HR
	66400-01	HERITAGE ADVISORY COMMITTEE	PLANNING
	10350-10	RECOGNITION OF RETIRING MEMBERS OF COUNCIL (210-14)	CLERK
Nov-25	10350-15	WRITTEN SUBMISSION TO COUNCIL (210-25)	CLERK
	66580-01	NEW SUBDIVISION STREETS - FINAL SUBDIVISION APPROVAL PRIOR TO STREET PAVING	PLANNING
	04500-01	Safety Policy (211-25)	FIRE
	01700-01	REPORTING ACCIDENTS (211-03)	FIRE
	31600-09	Paving New Residential Subdivision Streets (230-11)	Operations
	02000-03	NAMING PUBLIC LANDS AND TOWN OWNED FACILITIES	CLERK
	03450-03	DEBT MANAGEMENT POLICY (211-37)	FINANCE
Dec-25	P 08	LEASED LAND COMMUNITY BYLAW	PLANNING
	04000-06	RENUMERATION FOR ACTING POSITIONS (211-22)	HR
Jan-26	31600-02	Street Light Policy	Operations
	10350-17	MEMBERSHIP ON NATIONAL BOARDS AND COMMITTEES (211-32)	CLERK
	B 02-1	DEED TRANSFER TAX BYLAW	FINANCE
	10350-18	MEMBERSHIP IN CLUBS, SOCIETIES AND ASSOCIATIONS (211-33)	CLERK
	P 07	SUBDIVISION BYLAW	PLANNING
	04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	HR
Feb-26	04000-11	MATERNITY, PATERNAL AND ADOPTION LEAVE POLICY (20071126)	HR
	P 03	CIVIC ADDRESS BY LAW	PLANNING
	72000-01	RECOGNITION OF ATHLETIC ACHIEVERS (210-22)	COMMUNITY LIVING
	10350-01	RECOGNITION OF SERVICE OF BOARDS (210-01)	CLERK
	03000-05	AUDIT COMMITTEE TERMS OF REFERENCE POLICY	FINANCE
Mar-26		Sale of Beer/Liquor - Robbs Park	Operations
		Beer Garden Policy - Stadium	Operations
	10350-05	INQUIRIES FROM COUNCIL (210-07)	CLERK / COMMUNICATIONS
	04500-03	SCENT REDUCTION POLICY	HR
	D 06	BUILDING BY LAW	PLANNING
Apr-26	10350-04	REPORTS TO COUNCIL (210-06)	CLERK
	68300-03	JUNIOR FIREFIGHTER PROGRAM	FIRE
	A 05	HERITAGE PROPERTIES	PLANNING
	D 19	Sanitary Sewer Rates	FINANCE
	10350-20	CODE OF CONDUCT OF ELECTED MUNICIPAL OFFICIALS	CLERK
	04000-12	PERSONNEL POLICY & CODE OF ETHICS	HR

May-26	C 01	BY LAW RESPECTING THE AMHERST BOARD OF POLICE COMMISSIONERS	POLICE
		Vehicular Idling Control Policy	Operations
	03000-04	Rounding of Cash Transactions	FINANCE
	05000-01	RECORDS MANAGEMENT (211-26)	CLERK
	10350-19	SCHOLARSHIP AND BUSARY POLICY (NEW)	CLERK
	02300-01	SALE OF USABLE TOWN OWNED LAND (211-07)	PLANNING
	02300-02	SALE OF NON-USABLE TOWN OWNED LAND (211-08)	PLANNING
	68500-01	FEMALE POLICE CONSTABLE AND EXPENSE (220-01)	POLICE
Jun-26	68300-01	PERMANENT FIREFIGHTERS (221-01)	FIRE
	68300-05	RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT	FIRE
	03600-01	Investment Policy	FINANCE
	10350-11	GIFTS, CARDS, FLOWERS	CLERK/COMM
	A 07	ALTERNATIVE VOTING BYLAW 2018	CLERK
Sep-26	C 11	ALARM BYLAW INTRUSION ROBBERY AND FIRE ALARM SYSTEMS	POLICE
		Snow and Ice Management Policy	Operations
	05000-04	ROUTINE ACCESS POLICY	CLERK
	68300-02	NEW FIRE STATION, ALBION STREET (221-02)	FIRE
	72200-01	R. H. SMITH BEQUEST LIBRARY (274-01)	COMMUNITY LIVING
	01000-01	MEDIA POLICY (210-19)	COMMUNICATIONS
Oct-26	04000-04	INQUIRIES REGARDING EMPLOYEES (211-16)	HR
	04000-07	HIRING POLICY (211-23)	HR
Nov-26		Solid Waste Bylaw	Operations
	03450-04	Budget Management Policy	FINANCE
	05000-02	INFORMATION/COMMUNICATION/TECHNOLOGY USAGE POLICY	CLERK / COMMUNICATIONS
Dec-26	68300-04	FIRE INSPECTION POLICY	FIRE
	31600-23	STREET NAMING POLICY	PLANNING
	68000-03	TRAFFIC AUTHORITY	POLICE
	31600-26	STREET RENAMING COPP LANE TO ERNIE LANE POLICY Surplus Fill Policy	PLANNING Operations
Jan-27		Catch Basins and Laterals	Operations
	03000-10	Inventory of Non Capital Equipment Policy	Finance
	31700-04	NORTH TYNDAL LAND ACQUISITION (241-06)	PLANNING
	02000-01	USE OF FACILITIES - DOMINION PUBLIC BUILDING	CLERK / COMMUNICATIONS
	04500-02	VIOLENCE IN THE WORKPLACE POLICY	FIRE
	66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND ADMENDMENT	PLANNING
Feb-27		PACE BYLAW	FINANCE
	C 02	Discharge of Firearms Bylaw	Police
	P 04	MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES	PLANNING

	04000-03	STAFF TRAINING (211-06)	HR	
Mar-27	72000-08	Community Support Grants Policy	Community Living	
	66000-03	Adopt A Garden	Operations	
	C 03	POLICY FOR PUBLIC PARTICIPATION AND NOTIFICATION	PLANNING	
	66000-01	LOITERING BYLAW	POLICE	
		PLANNING ADVISORY COMMITTEE (210-23)	PLANNING	updated March 2023
Apr-27	P 09	COMMERCIAL DEVELOPMENT SUPPORT BYLAW	PLANNING	
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	
	04000-05	OVERTIME - NON-UNION EMPLOYEES (211-21)	CUSTOMER SERVICE/HR	
May-27		Encroachment on Public Streets	Operations	
	10350-14	REQUESTS FOR FLAG RAISINGS & PROCLAMATIONS (210-24)	Communications	
	10350-24	PROCEEDINGS OF COUNCIL	Clerk	
	317400-05	NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE POLICY	PLANNING	
Jun-27	02300-03	Sale/Disposal of Surplus Equipment	FINANCE	
	C 09	C TAXI BYLAW	POLICE	
	C07	FIRES AND BURNING OF MATERIALS BYLAW	FIRE	
Sep-27		Street Rating System	Operations	
	04000-01	RECOGNITION OF EMPLOYEES (210-15)	HR	
	04000-02	SUGGESTION AWARDS (211-16)	HR	
Oct-27	01130-01	TOWN CREST (210)02)	CLERK	
Nov-27		Ice Helmet Policy	Operations	
	03450-02	Smoke Free Recreational Places Bylaw	Operations	
		Capital Investment Plan (CIP) Framework/Budget Policy	FINANCE	
Dec-27	03000-03	Fund Raising	FINANCE	
Jan-28		Sidewalk Inspection and Maintenance	Operations	
	03400-02	Street Inspection and Maintenance	Operations	
		Banking Policy	FINANCE	

Feb-28	C 04	COMPANION ANIMAL BYLAW	POLICE
Mar-28		Tree Planting on Town Owned Lands	Operations
Apr-28	01130-02	PURCHASE AND USE OF BOTTLED WATER	CLERK
May-28		Street Breaking Policy	Operations
Jun-28	03800-01	Revenue Collection Policy	FINANCE

CAO Task Report

June 2025

Task Updates:

<p>Task: Inter Municipal Services Agreement Required motions for Council are in the June COW package for consideration Status: Ongoing</p>
<p>Task: Committee Review No change. The only item left is to repeal the Joint Councils Policy, need to coordinate with Cumberland County. Status: In-progress</p>
<p>Task: Anson Aircraft Monument Sharon and Jason met with Terry Gould they are open to options on location and actual monument. Jason commissioned Jaczar to develop designs. I reviewed the first draft and asked for them to be completed. Should be ready by end of June. Status: In Progress</p>
<p>Task: Request to Present – Social Media and Communication No change. This will be undertaken when drafting our new marketing / communications plan. Status: In Progress</p>
<p>Task: Extended Producer Responsibility Working on getting agreements signed Status: In Progress</p>

MEMORANDUM

TO: Mayor Small and Amherst Town Council
From: Jason MacDonald, CAO
Date: June 16, 2025
Subject: **Cumberland County Museum Request for Operational Funding**

In May we received a written request for a four-year commitment of \$15,000 / year to cover operational expenses at the Museum (attached). The Municipality of the County of Cumberland received the same request.

This is a large request, and should be referred to the 2026/27 budget deliberations if Council intends to consider it.

In addition, if Council wants to consider this request, we will need to understand the following from the museum:

1. Their long-term financial viability
2. Their long-term work plan
3. Succession planning
4. Operational processes
5. Community impact (existing and future)
6. Municipal oversight
7. Other items that we may deem necessary to make an informed decision.

In their letter they indicated that the museum curator could provide some services to the Town. It was not immediately clear what is meant by this offer. That being said, most if not all of the services offered are not in our current work plans for strategic plan.

Staff must state that providing ongoing operational funding to community organizations is not an ideal situation. The Museum, while a benefit to the community, is not a municipal service. Provision of multi-year operational funding may lead to a situation where we are expected to continue such funding indefinitely, and likely increasing over time. Should Council at some point decide to stop the funding, the subsequent impact on the museum becomes a municipal issue.

Staff are recommending Option 1 below:

Option 1 – decline the request for ongoing operational funding;

Option 2 – defer to next budget year and request the above listed information.



Grove Cottage 2021

Cumberland Museum Society
150 Church Street
Amherst, NS, B4H 3C4
Phone: 902-667-2561
Web: cumberlandmuseum.net
Email: cumbmuseum@gmail.com

Mayor Rob Small
Town of Amherst
98 Victoria St. E.
Amherst, NS
B4H 4A1

Mayor Rod Gilroy
Municipality of Cumberland County
1395 Blair Lake Road
Upper Nappan, NS
B4H 3Y4

07 May 2025

Dear Mayor Small and Mayor Gilroy

We would like to thank you for the continued support that the Town and Municipality have given to the museum over the years.

As you know, inflationary pressures have hit every organization. We want to continue to provide services to the community on a year-round basis, but traditional funding sources have either not kept pace with the need or have chosen to provide project-based funding which cannot be applied to operational funding.

The Provincial Community Museums Assistance Program last year provided an annual operational budget of \$35,000. To receive that, the museum must have staff throughout the year, and the amount must cover all operational costs such as hydro, heat and so forth. This level of funding is insufficient to achieve our goals.

Since the pandemic, we have had to keep our hours of opening to weekday hours only to maintain our budget goals. However, even with that choice, we find it difficult to maintain our service levels. This year, as last, we received funding for 2 of 3 requested 8 week Canada Summer jobs, which we feel must be directed towards grounds maintenance to present street attractiveness to the community. This leaves us without staff to cover for museum visitors.

This has led to concerns about our ability to cover the tourism market on weekends, and it has been stated that opening would provide a key benefit to other businesses in Amherst for visitors who stop.

We propose that in lieu of requesting annual grants for a period of 4 years, we receive operational funding in the amount of \$15,000 per annum from each of the Town and Municipality to be spent as indicated below. Our curator, Darryl MacKenzie, is willing to offer his experience on items 2 – 5 as service delivery to the municipalities in lieu of hiring consultants or full time staff to accomplish these tasks.

In the past, Mr. MacKenzie has:

- conducted municipal heritage planning projects, such as the change of museum focus to include additional messages. This resulted in a digitally based museum experience that responded to an emphasis

on the resources of the Fraser River as the centre of all human settlement in the area. We also created a modular school group experience that tailored the experience to different school groups

- led Heritage Register projects, including leading community groups in identifying, defining and selecting properties for inclusion, and then writing Municipal Statements of Significance, ensuring that the Statements meet governing ByLaws. This resulted in two ByLaws with a total of 57 sites recognized and migrated to Provincial and Federal recognition

- provided consultation services to property owners for reliable contractors who understand past building practices which can then be enhanced through renovation projects, including the provision of pamphlets outlining sources for paint and community-relevant palette choices. This existed as a pamphlet suggesting groupings of paint that emphasized character defining elements as presented within Statements of Significance

- conducted cultural mapping projects necessary to understand the voice and message of the community in supporting school and business development. This led to working with groups to choose names for restaurants that reflect the history of an area. An example of this is a restaurant choosing a name that reflected the historic China Town that existed on the spot

- conducted interpretation planning projects, highlighting the role of individuals as sources of pride and interest to the community. This led to working with researchers who wrote a book about a notorious bootlegger known for the character she brought to the community

The division of the funded amounts between the Town and the County would need to be discussed annually.

1. **Staff to open on weekends and shoulder days for 16 weeks** \$7000
[\$15.70/hour x 7 hours x 4 days x 16 weeks]

2. **Heritage Planning, including updated Statements of Significance and ByLaw Review** \$7000

[A Statement of Significance should be updated at least per 10 years, most are 20- 40 years out of date. The Amherst Heritage ByLaw was last reviewed in 2013, and notes several types of identification that do not currently exist on the Register. Each Statement of Significance would typically cost \$1000 to create or review]

3. **Coordination of Heritage building projects based on Heritage Canada** \$3000
Standards and Guidelines

[A frequent question received by the Museum already is information about the history of a given house/property and how to preserve the heritage characteristics of buildings. We field 2-4 requests per month. Given the value of heritage landscapes to Amherst, preserving an authentic character is important, but how to consult with owners is often a challenge. We could host information materials on our website, as well as consult on appropriate heritage paint colours, ways to accentuate the heritage of the building, and connect people with heritage contractors]

4. **Municipal Cultural Planning, Including Cultural Mapping** \$6000

[Cultural Planning helps communities understand how to strategically use resources to achieve civic goals. It enhances the cultural vitality of the community to promote economic, social and environmental change. A typical workshop costs \$5000 by consultant, with a long term plan costing upwards from \$100,000.]

5. **Interpretation Planning**

\$7000

[Involves strategic planning for how to interpret the landscape as a cultural tourism asset, and is usually focused on a single topic. It feeds off into tourism messaging and community enhancement. An interpretation planning project typically costs \$40,000 by consultant]

Thank you for your consideration of this proposal. We look forward to discussing it further with you. We hope that we can arrange a time in the near future to discuss this plan so that we can implement it as soon as possible.

Sincerely



Wayne Bishop, Treasurer, on behalf of the Board of the Cumberland Museum Society:

Lisa Emery, Chair

Sean O'Quinn, Vice chair

Jamie Goodwin

Nayo Upshaw

Gwen Kerr

Zachary Tingley

Linda Reid

Howie Grey

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Monthly Report

Community Living

June 2025

This month the Community Living Department has been working on the following things:

- Planning/promoting Canada Day, Access Awareness Week
- Submitting final reports for OHPR
- Pride week/Month supporting
- Hosted King Charles Medal
- Coordinate meetings for Restorative Homeless issues
- Multisport final celebration
- Submission 55+ games pitch package
- AIDE meeting meetings
- MarCom strategic plan meetings
- Anson bomber planning and meetings
- Planning for end of summer kid's party

Task Updates:

<p>Task: Accessible Playground Update: Report for Council prepared Status: Review at June COW</p>
<p>Task: Downtown Business Taskforce Update: 2 meetings held Status: Ongoing will update at June COW</p>
<p>Task: Territorial Acknowledgement Update: AIDE committee reviewed on May 28. Policy updated CDR to be reviewed at COW Status: ongoing</p>
<p>Task: Community Navigator Update: MOU developed for review by MCC and TOA and signed. MCC OHPR funds received. Town of Amherst grant resubmitted last week Status: In progress</p>
<p>Task: Green Space Update: Reviewed by AIDE committee on May 28. Recommendation to meet with Indigenous stakeholders. Status: Ongoing</p>
<p>Task: Senior Scooter Safety Update: Scooter safety session held on June 11 Status: completed</p>
<p>Task :”A” Special Day Update: Staff currently formulating options for 2026 Progress: ongoing</p>
<p>Task: Carnivals Update: Staff currently researching options Update: in progress</p>

Monthly Report

Corporate

June 2025

IT Services:

Completed Server updates.

Dispatch remodel is still on going.
 Preparing for new switches at the Police Department.

Purchasing equipment as required.

Continuing to support tech needs for students as they come onboard.

Day to Day IT issues.

Procurement:

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
	RFQ	Utility Trailer	Regular	C			X	CAO
	RFQ	Replacement Street Light Poles Industrial Park	Regular	C			X	CAO
	ALT	Marshview Ext Phase 2 – manholes and catchbasins	Alternative	C			X	CAO
	ALT	Aerial Platform	Alternative	C			X	CAO

Other:

E-11 Customer service

There were 83 open cases in May.
 Top categories were: Solid Waste / Bin replacements or repairs (20 cases), Pot holes/Damaged asphalt (18 cases), applications for development/building permits (13 cases)

Monthly Report

Cumberland Business Connector

June 2025

Priority: Support Businesses (primarily 0-50 employees)

- The Cumberland Business Accelerator Program continues to support businesses with high growth potential.

Accelerator businesses have been supported in the following ways:

- A business has set up a customized AI operating platform to monitor and optimize their own production system. By fine-tuning the system, production has increased by 15%. We believe that this business has an additional opportunity to monetize this system. Creating similar customized systems for other businesses in the same industry would result in the business owner earning a profit from this intellectual property.
 - We continue to assist a client working on their distribution plan to grow higher margin sales.
 - Provided two clients with information about new programs that the province has created to support food processing and seafood processing businesses. These programs relate to accessing new markets as well as programs to increase productivity.
 - Working on a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) with one client. We are helping him develop the opportunities that have been identified.
 - One client attended the Southeast United States – Canadian Provinces Conference held in St. John, NB. This conference is focused on business-to-business meetings with suppliers or customers.
- The Business Spotlight program continues to highlight small businesses on social media.
 - Business Retention and Expansion visits are going well. Some highlights include:
 - Exports and tariff uncertainty continue to be a concern for some businesses. We are promoting new programs that the province has created to diversify markets to regions outside of the United States.
 - Workshops
 - A Women in Business workshop was held in Parrsboro on May 22nd. The session was fully subscribed with 30 women entrepreneurs in attendance.

New Businesses

- The 2025 Youth Entrepreneurship Challenge is completed. Twenty-four students completed the business plan training. The top ten business plans were selected to attend the Pitch Night on June 10th. Four businesses were selected as winners of the Youth Entrepreneurship Challenge. The winners collectively took home \$3,000.00. These businesses were all developed by youth who are between Grade 7 and Grade 11. The businesses were located in Amherst, Parrsboro, and Advocate Harbour.
- We have connected a local startup business with a larger local business that may be able to co-pack for them and aid in the scaling up of the hobby business to a viable stand-alone business.
- Another entrepreneur is continuing to work on his business plan with a view to buying an established business in the region

Priority: Labour Availability and Workforce Development

- I continue to discuss potential new training opportunities with an established Post-Secondary institution that is interested in bringing new workforce training opportunities to the region. They are currently in the fact-finding stage. I have connected them with additional people that they should be talking to.

Other Work

- The Cumberland Business Connector continues to work with the Regional Enterprise Networks and the Halifax Partnership to help businesses with trade challenges.
- We continue to collaborate with the Valley Regional Enterprise Network and with the Truro Colchester Partnership on a potential Agri Food Tech Corridor to benefit agricultural businesses in all our regions. We met in May to continue these discussions. This initiative is being led by the Valley Regional Enterprise Network
- We continue to attend monthly Team Cumberland meetings to ensure that all the local economic development organizations know what other resources are available for businesses that we are supporting.
- The Partners 4 Progress conference was very well received and provided a lot of relevant information to Municipal Business Development Officers, business development professionals, businesspeople and elected officials. We continue to get positive feedback both on the event and on the Cumberland Region as a whole.
- The 2025 Annual General Meeting will be held in Parrsboro at the Glooscap Restaurant on June 18th. Our keynote speaker is Stephen O'Regan. The O'Regan family automobile business began in Parrsboro.

Monthly Report

Finance

June 2025

FINANCE

Finance staff have been busy in May and June working on the year end review. There are many year end tasks to complete such as ensuring invoices relating to March are properly accounted for in the correct fiscal year, year end accruals, capital asset additions, G/L analysis, etc. The year end audit is anticipated to commence in July. There will be an Audit Committee meeting on June 24th to review the draft fourth quarter financial results. The Town's Auditor Cindy Costin-Fury from McIsaac Darragh will be in attendance to review the audit plan with Council. The deadline for the annual financial statements to be submitted to the Province and the Nova Scotia Utility and Review Board is September 29th.

TAX / ACCOUNTS RECEIVABLE / COLLECTIONS

2025/26 Tax Billings – The 2025/26 interim tax bills were mailed out in April and were due on May 30, 2025.

2025 Tax Sale – There is a tax sale scheduled for July 3, 2025 with two properties. Both properties were included in the February 11, 2025 tax sale and neither sold. Staff have received inquiries on these two properties with interest to purchase.

2025 Assessment Appeals – The 2025 assessment appeal inventory from PVSC has 72 accounts with appeals.

	# of Accounts Appealing		Appeal Completed as of Jun 1/25	Pending as of Jun 1/25	Withdrawn as of Jun 1/25	Outstanding Appeals as of Jun 1/25	Appeals Successful as of Jun 1/25	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	59	\$25,804,900	22	0	1	36	6	\$286,600	\$4,786.22	0
Commercial	13	\$17,240,100	5	0	0	8	2	(\$476,700)	(\$21,308.49)	0
TOTAL	72	\$43,045,000	27	0	1	44	8	(\$190,100)	(\$16,522.27)	0

Property Sales/Tax Certificates– There was 1 commercial property sale, 7 residential property sales and 1 resource exempt sale in May as well as 34 tax certificate requests completed during the month.

WATER/SEWER

The 2024/25 fourth quarter water/sewer bills are due June 30th. Preparations for the first quarter (April to June) billing are underway with meter reads starting on July 2nd. Continued maintenance for meters requiring service or replacement is also taking place during the month of June.

TASK UPDATES

Task: 2025/26 Capital Budget Amendment – Capital Paving

Motion: That Council approve an amendment to the 2025/26 general capital budget in the amount of \$463,700 including applicable taxes for the paving of:

- Queen Street from Croft Street to Albion Street - \$64,000 from the Capital Reserve;
- Park Street from West Pleasant Street to Mission Street - \$125,000 from the Canada Community Building Fund, and
- South Albion Street from Robert Angus Drive to the Town Boundary - \$137,350 from the Capital Reserve and \$137,350 Provincial Contribution.

Update: These projects have been added to the capital budget spreadsheet with funding sources.

Status: Complete.

Monthly Report

Fire Department

June 2025

RESPONSES (May)

	<u>Town of Amherst</u>	<u>District 2</u>
Electrical fire	1	
Hazardous materials		1
Medical Assist	1	
Monitored alarm	5	4
Motor vehicle accidents	1	1
Open burning	1	
Phone Crash notification	1	
Rescue from playground equipment	1	1
Smell of smoke / Air quality check	3	
Smoke alarm activation	1	
Wildfire / Open land		3
Total events	15	10

PROFESSIONAL DEVELOPMENT

Weekly training - During the month of May the fire department focused our weekly training on Ventilation, rural water supply, and a hazardous materials response refresher.

Recruit training – The recruits continue with their online training through our learning management system. Recently, they have practiced putting on gear, including packs with no air, getting ready inside the truck with a pack, hydrant setup and use, blitz high flow nozzle, 1-1/2” nozzle control and hose advancement and hose rolling. In addition, new manuals have arrived and their main training will be starting in the fall.

Additional training – During the month of May members of the fire department received fire dynamics training from DC instruction, wildfire suppression hands on training from the Nova Scotia Department of Natural Resources and Conflict Clarity: Reading and Resolving Conflict Before it Spreads training from the Maritime Fire Chiefs Association.

FIRE PREVENTION

Fire safety presentation to Futureworx students - Chief Jones presented a 180-minute fire safety session to the Futureworx students that focused on what to do if you have a fire, why is it important we focus on fire safety, the dynamics of fire, fire extinguisher use, fire drills and having a fire escape plan.

Backyard fire pits / fires - We are all reminded of the requirements of “The Fires and Burning of Materials By-law (C-7)” as it relates to recreational outdoor burning appliances. This bylaw defines requirements to prevent the spread of fire to adjacent buildings and/or combustibles, the size and height of the pile of combustibles being burnt, establishes fire control measures that need to be in place, and requirements to have a person in charge of a fire at all times, until it is completely extinguished. A copy of the bylaw can be found on the Town of Amherst website under bylaws.

COMMUNITY EVENTS

During the month of May, the fire department participated in the McHappy day event and the police week event in Amherst.

RECRUITMENT

The fire department continues to look for new members to join our team. Presently, we have a need for 6-10 new members before the fall. For more information on becoming a member of the Amherst fire department, please go to www.amherst.ca/volunteer-firefighter.html

TASK UPDATES

Task: No open tasks at this time

Monthly Report

Human Resources

June 2025

Staffing Updates

Public Works: Our Public Works Department has two new employees: Derek Hunter and Dave Tupper, both as Seasonal Operators. Welcome Derek & Dave!

Community Living: We are so pleased to have welcomed Community Well-Being Manager, Mallory Klooster, back from maternity leave in late May. Welcome back Mallory, we missed you!

Summer Students: Our summer student team successfully completed our second annual orientation session, ensuring they are well prepared to contribute safely and effectively this summer. Thanks for all you do!

Current Recruitment

Dispatcher: This competition closed on May 16. Screening and interviewing is currently underway.

Police Cadet Program: APD was awarded two student positions in the January 2026 police cadet class. Three applicants are currently completing the final stages of the application process with a decision to be made by the end of this month.

Police Constable: Our recruitment campaign for an additional Officer remains open. Staff had previously developed a video to promote the benefits of living and working in Amherst and becoming a member of the Amherst Police Department family to support the recruitment efforts. The video and posting will continue to be circulated online until the position is filled.

Other HR News

Municipal Wellness Grant - We are excited to share that we have been awarded an AMANS Municipal Wellness Grant, which will support the development and delivery of wellness initiatives for staff throughout the year.

Annual Performance Evaluations - Staff evaluations are currently in progress.

HR Policy Review - Staff also continue to review all HR policies and procedures with the "Smoke-Free Workplace" policy currently under review for recommended revisions.

Payroll

Payroll and WCB remittances are up to date.

Payroll remittances are remitted to CRA bi-weekly by the payroll company.

WCB is remitted automatically via our payroll provider.

Monthly Report

Operations

June 2025

In addition to their routine maintenance work Operational Services staff worked on and will be working on:

RECREATION & HORTICULTURE

- Dickey Park washroom is open daily 8:00am to 7:00pm.
- The stadium walking track is open daily from 8:30am to 4:00pm.
- Mowing and flower planting are ongoing, the hanging flower baskets will be delivered by mid June.
- Staff are still waiting on delivery of an electrical switch that is needed restore power for the lights and new scoreboards at the Robb Complex.
- Trail grooming is scheduled to take place biweekly.
- Recreation staff assisted with setup for a number of events:
 - Gutsy Walk on June 1
 - Autism Walk on June 7
 - Relay for Life on June 7
 - Pride Event at Victoria Square on June 14
 - Circus on June 17
- Car Show at Robb Complex on June 21 to June 23.
- There will be a Fun Fair at Dickey Park on June 27.
- All user groups have started their seasons at the Robb Complex, the facility was used 168 hours in May.

PUBLIC WORKS

- The new sidewalk on Anson Avenue is nearly complete, staff will continue to work on the capital sidewalk replacement program throughout the summer.
- The Amherst Water Utility continued with the unidirectional flushing program; this should be completed by the end of June.
- Line painting is ongoing, should be completed by the end of the month.
- Sewer crew has been busy replacing badly corroded corrugated steel storm pipes at catch basins.
- The asphalt recycler was out 6 days in the past month, contracted spreader patching and service cut repair have started.
- Staff are going to remove the flower bed on the corner of Victoria and Havelock Street by the Royal Bank and put a couple of sidewalk planters at this location.
- Staff are getting the materials ready to begin installing water, sewer, and storm pipe for Phase 2 of the Marshview Drive extension.

SOLID WASTE

- Staff facilitated a half-day educational session with a group of eight students, focusing on solid waste management in Cumberland County. The session covered the following topics:
 - An overview of Cumberland County's waste management facilities (landfill, compost facility, and recycling transfer station)
 - Proper waste sorting practices
 - Enforcement measures and local litter concerns
 - Provincial solid waste programs and initiatives

The session was well-received, and participants actively engaged in discussions. Each student was awarded a certificate at the end of the session.

- The battery collection box was removed from the Town Hall Lobby. Residents can continue to take batteries to Canadian Tire for proper disposal.
- Staff visited seven classrooms at Parrsboro Regional Elementary School to deliver presentations on waste management and proper waste sorting. The presentations went well, and the students showed interest in the topics discussed.
- As part of the Earth Day Cleanup initiative, all participating schools were entered into a draw to win \$100 for their Breakfast Program. The two schools receiving \$100 are:
 - Spring Street Academy
 - Cumberland North Academy
- As a reminder, the first round of Household Hazardous Waste Events are scheduled for June 7th in Parrsboro, Pugwash, Oxford, and Springhill and June 21st at the Amherst Fire Station.
- The Solid Waste Hotline (902-667-5141) which receives calls from residents all over Cumberland County received 392 phone calls during the month of May.
- Staff participated in the Community Evacuation Workshop held in Springhill on May 20th.
- The Town has received their shipment of 500 green carts and 300 lids from Rehrig Pacific.
- Town of Amherst Curbside Rejections (May 2025)

Garbage stored in green cart	26
Late	7
NDS	3
Recycling contains garbage/organics	5
Other	12

TASK UPDATES

Task: PCAP Funding for WWTP UV System

Update: Application has been submitted to Nova Scotia Department of Municipal Affairs for review.

Status: In Progress

Task: Water Utility Dump Truck

Update: Waiting on delivery, latest indication is now late July

Status: In Progress

Task: Capital Paving

Update: Capital paving tender is on the Agenda for June COW.

Status: In Progress

Monthly Report

Planning & Economic Development

June 2025

The attached development activity report shows permits issued in May and a 2024/2025 YTD comparison. As shown, 89 dwelling units have been permitted to-date in 2025, which nears the 90 units approved for all of 2024. Staff anticipate the strong residential development to date to continue throughout 2025.

Council approved a development agreement application by Six Point Star Homes to permit an apartment complex including two 16-unit buildings and three 8-unit buildings at 112 Victoria Street West. This decision has been appealed to the Nova Scotia Utility and Review and Appeal Board. A preliminary hearing is scheduled for June 25-26th.

Public engagement for the draft MPS and LUB documents took place in May. The consultant and staff are reviewing the public input to identify issues raised that might require changes to the drafts. Council will be asked to consider first reading, likely at a special meeting, in the coming month.

The new Industrial Park Welcome Sign is installed and drawing attention to the park from travelers along the Trans-Canada Highway. New lighting and landscaping around the sign will be completed this summer by Town staff.

A schedule is being developed for the Tourism Summer student to showcase the Town of Amherst at the Nova Scotia Visitor Information Center. The Center has given permission to have a presence with a banner and an information table to engage visitors and promote the Town as one of their stopping points on their travels.

A new Explore Cumberland Summer Marketing Campaign is in development with the theme to attract regional travelers. *Close to Home, Far from Ordinary*, will encourage locals from the Atlantic Provinces that you don't have to travel far to have an extraordinary experience. Social Media Posts and exploreCumberland.ca website features will be used to support the campaign.

Staff participated in judging the 2025 Youth Entrepreneurship Challenge finalist pitch night held on June 10th. Sixteen school-aged youth across Cumberland County presented ten business plans with hope to receive a cash prize. Molly Connell – Grade 10 student from Advocate, Istumo Sugihara – Grade 11 student at Amherst High School, Charlotte Robinson – Grade 7 Student from EB Chandler and Ben Cochrane – Grade 7 student from Parrsboro all received a \$750 prize for their startup businesses.

The Cumberland Business Connector will be holding its Annual General Meeting on Wednesday, June 18th at the Glooscap Restaurant in Parrsboro at 6:00 p.m. The Keynote speaker of the event will be Stephen O'Regan from O'Regan's Automotive.

Businesses continue to grow with support from the Commercial Development Support Program. The renovation of CarQuest to include a new Auto Spa is benefiting from the support of the Town’s program.

The 2025 Digital Marketing Campaign is underway with marketing of Ontario. Residents in the Maritimes and here in Amherst will soon see promotional images and videos across their social media platforms, influencing their travel decisions. The campaign runs until October.

Task Updates:

<p>Task: Transit Feasibility Study Update: An RFP to hire a consultant to undertake the study has been released. Status: Started</p>
<p>Task: Train Station Alteration Update: Council approved the substantial alteration. Staff are waiting on more information from the owner about the land required. Status: Ongoing</p>
<p>Task: 91 Rupert Street DA Update: Council approved DA for 18-unit apartment appeal period lapsed – agreement is being executed and registered. Status: In Progress</p>
<p>Task: 3 Robie Street DA Update: DA for 8-unit apartment is being executed and registered. Status: In Progress</p>
<p>Task: 112 West Victoria Street DA Update: Council’s decision in May to approve the DA has been appealed. Preliminary hearing is scheduled for June 25-26. Status: In Progress</p>
<p>Task: Hotel Levy Update: Staff provided a summary of the report recommendations to Council in March. Further discussion on the levy and an Explore Cumberland presentation is being scheduled. Status: Ongoing</p>
<p>Task: 15 & 31 East Victoria Street Development Agreement Update: The agreement is ready to be signed but the developer is not likely to proceed as approved due to unforeseen circumstances. Status: Paused and unlikely to proceed as approved.</p>

Permits Issued in April 2025

PERMIT APPLICATIONS								For the Month of May
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value
C2024-105	25038720	8 Vista Dr	1	Construction	Single Detached Dwelling	Single Detached Dwelling	164.00	245,000.00
C2025-038	25495532	9 Mallard Dr	0	Construction	Garage/Carport/Shed	Garage	83.00	75,000.00
B2025-037	25012683	10 Chamberlain St	0	Renovate	Single Detached Dwelling	Accessory Uses - Other	108.00	23,320.00
B2025-039	25026329	24 East Pleasant St	0	Renovate	Single Detached Dwelling	Duplex	100.00	20,000.00
B2025-040	25032590	12 Stanley St	0	Construction	Garage/Carport/Shed	Deck	56.00	3,500.00
B2025-041	25002486	25 Winston Ave	0	Renovate	Garage/Carport/Shed	Accessory Uses - Other	95.00	18,150.00
D2025-042	25393380	158 Robert Angus Dr	0	Renovate	Commercial	Permanent Sign	50.00	25,000.00
C2025-043	25507609	66 Mallard Dr	4	Construction	Apartments	Row House	453.00	600,000.00
C2025-044	25032327	128 Spring St	0	Construction	Garage/Carport/Shed	Garage	83.00	63,250.00
C2025-045	25006610	256 Church St	4	Construction	Apartments	Row House	695.00	1,200,000.00
D2025-046	25031501	7 Spring St	0	Construction	Apartments	Permanent Sign	50.00	300.00
D2025-047	25019092	27 Church St	0	Construction	Commercial	Permanent Sign	50.00	300.00
B2025-048	25006792	9 Derby St	0	Construction	Garage/Carport/Shed	Deck	52.00	3,000.00
Total	13		9				2,039.00	2,276,820.00

2023-2024 Comparison

ACTIVITY REPORT							For Month of May 2025-05-31
Type	May 2024			May 2025			
	Permits	Units	Value of Construction	Permits	Units	Value of Construction	
Single Family	3	1	196,560	3	1	288,320	
Duplex/Semi	0	0	0	0	0	0	
Apartments	0	0	0	3	8	1,800,300	
Other Residential	7	0	114,900	5	0	162,900	
Commercial	1	0	300,000	2	0	25,300	
Industrial	0	0	0	0	0	0	
Inst & Gov	0	0	0	0	0	0	
Agriculture	0	0	0	0	0	0	
Other	0	0	0	0	0	0	
Total	11	1	611,460	13	9	2,276,820	
Year To Date	40	13	3,967,696	49	89	17,179,562	

Monthly Report

Police Service

June 2025

TRAINING

Stop-Stick Training – June 7, 2025: Cpl Jeff Walsh and Cst Jeff Goodwin attended Truro Police Services and provided Stop-Stick training to several Truro Police Service members. Stop-Stick training focuses on terminating hazardous pursuits safely and utilizes a tool that deflates tires of the subject vehicle, without creating a blow-out and causing unnecessary risk. Both Cpl Walsh and Cst Goodwin are certified Stop Stick instructors.

Major Case Management – Team Leader – May 12, 13 & 14: Both Cpl Wood and Sgt Graham attended this training in Debert, NS, which was hosted by Amherst Police and supported by the Department of Justice. This training takes the next step in Major Case Management training held in April/May 2025 and provides instruction on the running of the investigative team for a major or complex incident. This training has been on our radar for a few years and has been a part of our strategic plan as well as part of the Mass Casualty Report recommendations.

Carbine/Pistol Training and Qualifications: Firearms training for both 9mm Pistol and Carbine were held in the month of May 2025 for our members. While there is a standardized Nova Scotia qualification, many of our carbine members regularly qualify at the OPP ERT Team standard. Cpl Walsh, with the assistance of Cpl Hebert, instructed on this training.

CEW Training: CEW (Conducted Energy Device – AKA Taser) training was conducted with our members during the month of May. This training includes a review of how the taser functions and the impact that it has on the body when used, and also included policy and case law review with scenarios that test each candidate's ability to make the appropriate decisions in a *Use of Force* incident.

Community Evacuation Training – May 20, 2025: Chief Pike attended the EMO training course in Springhill with other employees of the Town of Amherst and the County of Cumberland. This training focused on issues that relate to mass evacuations during a major incident and includes the efficient use of resources, both human and technical during an event. It also focused on the issues surrounding returning after an incident.

CISM – Peer Paraprofessional Counselling – May 24 & 25, 2025: Cst Michelle Harrison, Melanie Siddal and APD Chaplain Evan Oxner attended this training in Truro which focused on expanding the support tools of peer counselors and helps to building resilience in those who need it. This is an advanced level course for our CISM (Critical Incident Stress Management) trained staff who provide support for our staff and members during and after a critical incident, mitigating stress related injuries and providing resources and direction for staff.

Counter-Terrorism Information Officer Workshop - May 29 & 30: Chief Pike attended the Canada Border Services Agency in Halifax and, along with the CTIO team presented on various topics relating to counter-terrorism. These topics included Terrorism Awareness, Right-Wing Extremism, Radicalization, Foreign Interference, Woman and Radicalization, Critical Infrastructure and Dangers of Migrant Smuggling. Present in the classroom were representatives of Halifax Regional Police, EHS and other first responder organizations. Chief Pike has been a part of the CTIO facilitators group since 2017.

GENERAL OPERATIONAL UPDATES:

Police Pursuits/Failing to Stop: In May, there were 10 incidents that resulted in vehicles fleeing police. This is double the incidents in April (5):

- On May 1st, at approx. 4:50am, our members attempted to stop a small black sedan by the Irving Mainway. It fled and went deeper into town at a high rate of speed. The plate on the vehicle had been reported stolen in Cape Breton in 2024.
- On May 2nd, at 2:42pm, a red Mazda fled from police after it ran a red light on South Albion Street. It also did not have a license plate.
- On May 4th, at 1:30pm a black jeep fled from Police after it narrowly missed the Police as the officer was about to pull over another vehicle for speeding. The vehicle fled on Willow Street towards Robert Angus Drive. The vehicle was later located parked behind a residence and was seized. The matter is still under investigation.
- On May 10th, at 8:15pm, a red Pontiac fled from a member during a routine stop. It fled at a high rate of speed into the County.
- On May 11th, a Brown Cruze fled from Police and left town. Shortly after, it returned and was spotted again by Police, who attempted to stop it but it again fled.
- On May 16th, at 2:00am, a motorcycle that did not have a headlight on, fled from police and left town via West Victoria Street.
- On May 17th, at 9:00am, Police attempted to pull over a Red Pontiac that did not have a rear bumper. The vehicle fled at a high rate of speed. Police were able to identify the driver and the matter is till under investigation.
- On May 28th, at 12:42pm, Police attempted to pull over a grey Pontiac with a Quebec plate. The vehicle fled at a very high rate of speed, passing other vehicles on the wrong side of the road.
- On May 30th, patrols observed an off-road motorcycle operating in the area of the industrial park. At 10:00am, it fled from one officer, but was noted again at 1:30pm by another officer at the Town Square parking lot. It fled once again at a high rate of speed and onto a trail. A few minutes later, the motorcycle and the driver were observed on the train tracks, the driver appeared to be motioning for police to chase him. On officer on foot was almost able to sneak up to him, but the driver fled. The driver, a 19-year-old male, was later identified and was arrested by Police the following day and is facing numerous charges as a result of the incident.

In all these cases, the pursuits were terminated as per policy and as a public safety issue. All pursuit files are subject to a review to ensure that members are following policy.

Shoplifting/Theft Complaints: May 2025 saw an increase in complaints concerning shoplifting, increasing to 21 complaints, up from 13 in April. 86% of these complaints involved businesses on South Albion/Robert Angus Drive. Aside from shoplifting complaints, there were 18 other theft complaints that included 5 gas drive offs and 2 thefts from a motor vehicle.

Homelessness: For May stats, our homelessness files numbered 40 for the month. This is down from stats in March (60) but slightly up from April (31). Many of the occurrences are concerning suspicious persons or trespassing with many of the complaints being made concerning the same people. While police do often get calls concerning homelessness, the majority of homelessness issues are likely being dealt with and handled by other agencies and the homeless shelter instead of the Police Department.

OPERATIONAL

Stolen RCMP Vehicle – May 16, 2025: At approximately 2:30pm on Friday May 16th, APD Dispatch received an alert that a fully marked RCMP cruiser had been stolen from Sackville, NB. It travelled at a high rate of speed and into Nova Scotia on the 104 Highway. APD units were able to locate the vehicle as it turned off Exit 4 by the hospital. As a result of the nature of the incident and the fact that it was a fully marked (and equipped) police cruiser, this pursuit continued as the risk assessment was high. The pursuit continued and was making its way towards Exit 3 by the Travelodge. An APD Street Crime Member (AKA SCEU) utilized our spike strip (Stop Sticks) as the stolen cruiser passed. The spike strip successfully deflated three of the stolen cruiser's tires. Despite this, the stolen vehicle continued to the highway on ramp and headed East with 4 APD cruisers and an RCMP (NB) cruiser in pursuit. The stolen cruiser was riding on its rims and the NB RCMP member was given permission to strike the stolen vehicle with his car and our vehicles surrounded it as it stopped and the suspect held his hands out the cruiser window. The suspect was safely arrested and brought to the Cumberland Detachment. Shortly afterwards, the RCMP advised that they needed a DRE (Drug Recognition Expert) to evaluate the driver. APD member Sgt Jason Galloway was called out to do the evaluation for the RCMP. In total, including our 2 Street Crime members and our patrol members, there were 6 members involved

There were two APD members that sustained minor injuries during the incident. The accused has been remanded and is facing approximately 25 charges.

Street Crime Unit – Search May 21, 2025: The Cumberland Street Crime Unit conducted a search of a residence on Croft Street resulting in the arrest of a 60-year-old Amherst man. The search resulted in the seizure of various items including drugs, drug paraphernalia, cannabis, contraband tobacco and other items. Pipes was remanded into custody on the charges for a show-cause hearing.



Street Crime Unit – Search - May 5, 2025: On May 5th, 2025 the Cumberland Street Crime Unit executed a search warrant at a property on Highway 2, Nappan as part of an ongoing drug trafficking investigation. A 51-year-old woman, Toni Loppie was safely arrested and officers seized quantities of fentanyl, methamphetamine (crystal and tablets), oxycodone, cocaine, prescription drugs, unstamped cannabis and cash. Officers also seized a conducted energy weapon and drug paraphernalia. Loppie had been charged numerous charges under the CDSA as well as weapons charges and Possession of Property Obtained by Crime. Loppie was released from custody by the court and is scheduled to appear in Amherst Provincial Court on July 7 at 9:30 a.m.



McHappy Day – May 8, 2025: Our members participated in McHappy Day at MacDonalds' raising money for charity and competing with others to see who could raise the most for this worthwhile cause.

West Pleasant Street – May 9, 2025: At approximately 5:00pm on May 9th, APD members responded to a complaint concerning a male who was in crisis and was self-harming with a knife. Police attended and created a perimeter while a member negotiated with the male, de-escalating and convincing him to drop the knife and attend the hospital with members. Additional staff were called out to assist with the growing crowd and the perimeter, but the matter was resolved in a very short time by members who attended. The subject was taken to the hospital for treatment and follow up.

Police Week Celebration – May 15: Our annual Police Week Celebration was held at Dickey Park again this year and saw participation from many of our first responder partners and many Nova Scotia Municipal Police Departments, the RCMP and Charlottetown Police. It was once again very well attended by the public and ended with a ‘parade of lights’ through town.



OPERATIONAL STATS – May 2025

Occurrences:	481	Criminal Code Charges:	47
Impaired by Alcohol:	2	CDSA:	2
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	23	PPA:	2
Traffic Written Warnings:	4	Vehicle Checks:	85
LCA:	2	Parking Tickets:	20
Foot Patrol Hours:	26 hours, 42 min	Parking Warnings:	0

TASK REPORT

<p>Task: LiveScan Fingerprint System: Council approved the Capital Purchase of a new LiveScan system</p> <p>Update Status: 2025-06-09: 2025-06 - 09: New system is here. Awaiting installation.</p>
<p>Task: SARV – Safe Approach and Rescue Vehicle: GARDAWORLD has supplied APD with an armoured vehicle and we are slowly equipping it. It is operational, but requires additional emergency equipment</p> <p>Update Status: In Progress: 2025-06-09: SARV was used during Police Week and also at 911 Ride over the past weekend. Still need to design interior rear and build. Also have 2 new headlight assemblies and new roof vents (donated by Darrell at GardaWorld) these are worth \$2000.</p>
<p>Task: Marsh Trail ATV Issues: That staff be directed to install signs, barriers and cameras along the centennial walking trail, and further that Council approves funding for such.</p> <p>Update Status: In Progress 2025-06-09: Matter still in the hands of Public Works.</p>
<p>Task: Body Worn Cameras: Switch capital budget for BWC to annual operational budget lease.</p> <p>Update Status: In Progress 2025-06-09: We will be unrolling this when Tim returns as he is on leave for a few days and was away last week.</p>
<p>Task: School Zone Speeding: Continue to spread education and information through various mediums (social media, in person etc) and through active enforcement of the applicable sections of the Motor Vehicle Act. In the event of specific complaints about speeding in school zones, or during focused enforcement initiatives, we will ensure that additional attention is given to this concern and the areas are monitored and information is shared via the various mediums available.</p> <p>Update Status: In Progress 2025-06-09: Michelle and Mel have been busy and will be looking at step one (social media education etc) shortly. One post was added today and we will build on this.</p>
<p>Task: Crosswalk Safety Communication: Continue to spread education and information through various mediums (social media, in person etc) for crosswalk safety.</p> <p>Update Status: In Progress 2025-06-09: Will continue and make another post in the next week or so.</p>